



VACANCY ANNOUNCEMENT

DISTRICT MANAGER, COLUMBIA COUNTY CONSERVATION DISTRICT

Announcement Date: May 1, 2018

Closing Date: May 25, 2018

Columbia County Conservation District is accepting applications for a full-time District Manager. This is a challenging position responsible for management of the overall planning, administration, guidance and supervision of Conservation District programs, personnel, and operations to facilitate the conservation of land and water resources and the implementation of the Conservation District Mission within Columbia County. The candidate must be a leader and an innovative service-oriented individual with high ethical standards and excellent interpersonal, communication and organizational skills. The candidate must have a knowledge of current natural resource conservation issues, practices and programs and will be responsible for cultivating partnerships and obtaining funding to support District operations. The District Manager advises the Columbia County Conservation District Board of Directors in their governance and policy decision-making responsibilities and is accountable to the Conservation District Board. Salary is based on an approved District pay scale with excellent benefit package. The Conservation District is an EOE.

MINIMUM QUALIFICATIONS

Completion of a Bachelor's degree in natural resource management, environmental science or related field with demonstrated experience of at least two (2) years (including supervisory experience), or any equivalent combination of training and experience providing the knowledge and skills required for the position. Experience in personnel management as well as business experience would be a plus. Must possess and maintain a valid Pennsylvania driver's license. Pennsylvania State Police criminal background check, all Child Abuse History Clearances and FBI fingerprint clearances are required.



CONSIDERATION FOR THE POSITION:

Applicants must submit:

- Letter of interest addressed to the Columbia County Conservation District
- A detailed resume including references
- Completed application
- Documentation must be sent to the Attention of:
 - Maryruth Wagner
 - Columbia County Conservation District
 - 702 Sawmill Road, Suite 204
 - Bloomsburg, PA 17815

- Information must be received by the Columbia County Conservation District office no later than May 25, 2018 closing date for applications.
- Hard copy submissions are preferred.
- Email submissions send only to maryruth.wagner@columbiaccd.org
- Applicants must meet the minimum qualification requirements.
- Please provide concise history of education and employment supporting those qualifications.
- Goal is to make an offer for the position by June 4, 2018.

