

# **WOOD SOIL & WATER CONSERVATION DISTRICT JOB DESCRIPTION**

## **District Administrator**

### **NATURE AND PURPOSE OF WORK**

The *District Program Administrator* is responsible for the overall management, coordination and administration of the Wood SWCD office and for meeting the objectives set forth by the Board of Supervisors as described in the Annual Plan of Work and the Long Range/Strategic Plan. This employee must also possess technical knowledge and/or work experience in agriculture/natural resources management. Work experience in another county will be considered as a strong positive to any applicant. This is an unclassified position.

### **JOB QUALIFICATIONS**

- A four-year degree in Business Administration, or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job.
- Working knowledge of computers, and maintaining files. Proficiency in MS Office - Word and Excel, also QuickBooks.
- Capable of making a professional impression upon office visitors, telephone customers, state and county officials.
- Experience with personnel management and evaluations.

### **GENERAL**

- Must have and maintain a valid Ohio driver's license, have and maintain automobile insurance and a good driving record. Must be able to operate motor vehicles during daylight and evening hours, on both public and private roads.
- Must maintain consistent and reliable attendance record.
- Must communicate effectively in English using both written and oral forms of communication.
- Must maintain a well-groomed, clean and neat appearance consistent with the public contact aspect of the position and adhere to office dress code.
- Must be willing and able to assist on various projects.
- Must have the physical ability to maneuver rough and steep terrain on foot, and be able to function in a smoke-free environment. Must be willing to work out of doors in all weather.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for overall office management of Wood SWCD, including program and related budgets, reporting requirements and business development.
- Maintain updated knowledge of programs and new initiatives.
- Provide accurate, timely information such as progress reports, monthly budget reports and information, etc. to the Wood SWCD Board of Supervisors. These progress reports

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will be provided by Wood SWCD staff on a timely basis.

- Keep an empathetic attitude toward Wood County residents, land owners and producers.
- Ensure items of Annual Plan of Work and Long Range/Strategic Plan are being achieved.
- Provide supervision of staff, prepare and update job descriptions, conduct evaluations, recommend needed training, disciplinary action and recognition of employee efforts, update the Board on issues and seek advice from the Board as directed.
- Develop and provide leadership that advocates a team environment; establish and maintain effective communication avenues between the staff, the Board of Supervisors and partner organizations.
- Develop annual budget; inform, and seek approval when required, from the Board of Supervisors of income, expenses and other operating issues.
- Develop and maintain relationships with public officials, funding sources and other community and state leaders.
- Assist in conducting tours, field days, and public viewing demonstrations.
- Assist with other District programs as needed.
- Other duties and responsibilities as directed by the Board of Supervisors.

### **ADDITIONAL REQUIREMENTS:**

- Actively promote conservation initiatives and the mission of Wood Soil and Water Conservation District.
- Participate in the team process.
- Knowledge and understanding of governing rules, ORC, working agreements, regulations and strategic plans specific to Wood SWCD, Ohio Department of Agriculture - Division of Soil Water Resources, Natural Resources Conservation Service, Farm Service Agency (FSA) and other conservation organizations.
- Attend internal and external meetings; some overnight travel is required.
- Pursue continuous education and professional development opportunities as identified and directed.
- All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Wood Soil and Water Conservation District.

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**SUPERVISION**

A full time, 40 hours per week position, the individual filling this position will be responsible to the Wood Soil and Water Conservation District Board of Supervisors. The SWCD Board of Supervisors will determine and set the salary. Other related benefits for this position will fall within the guidelines set forth within the Wood SWCD's Personnel Handbook.

This person will be responsible for making his/her own appointments, developing a weekly schedule, and changing the schedule as necessitated by requests for assistance or by the weather. Maintain a monthly calendar of all in and out of office meetings for all staff members.

The ODA, Division of Soil and Water Resources will provide training involving education and other activities of the district. Additional training will be provided by Ohio State University Extension, Division of Wildlife, Division of Forestry, and other such agencies pertaining to activities of the District.

**PERSONAL WORK RELATIONSHIPS**

Contact is with co-workers, employees from public and private sector organizations and the general public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinate services, and handle questions about the SWCD, programs and visitor's concerns.

**WORK ENVIRONMENT HAZARDS OF THE POSITION**

Hazards of this job that the employee should be aware of include, but are not limited to, rough and dangerous terrain, working outside in inclement weather, sunburn, poison ivy, insect and animal bites, driving in inclement weather, operating equipment in field conditions, radiation from computer monitors and CPU, carpal tunnel syndrome from typing on a computer keyboard, eye strain, and stiffness of the body from sitting for long hours.

**PERFORMANCE REVIEW**

The performance of each duty in this position will be evaluated against the requirements developed for the position upon the conclusion of a six-month probationary period. A formal performance review will be conducted annually with the employee as described in the employment policy.

Your performance rating is an overall evaluation of your performance in the judgment of your Supervisors. During this review, career opportunities along with items concerning the employee's professional growth and employment are discussed.

**EQUAL OPPORTUNITY EMPLOYMENT**

The employee agrees that all SWCD and NRCS programs and services are offered on a non-discriminatory basis without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.

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To perform the job successfully, candidates for this position will require:

**Learning Index** - Ability to learn quickly and understand complex information without difficulty.

**Verbal Skill** - Ability to communicate and understand complex instructions.

**Verbal Reasoning** - Ability to analyze and make reliable interpretations of complex verbal information.

**Numerical Ability** - Ability to perform complex calculations and communicate complex data.

**Numeric Reasoning** - Ability to efficiently base decisions on numerical data and communicate this data in easily understood formats.

**Financial/Administrative** - Above average ability to be motivated by administrative duties or financial information processing.

**People Service** - Average ability to be motivated by a position that offers the opportunity to help others or provide service.

**Energy Level** - Ability to respond to demands on time.

**Assertiveness** - Ability to take on leadership roles.

**Sociability** - Ability to be convincing in presenting ideas to others; and ability to work in a team environment.

**Manageability** - Ability to respond to a complex environment that requires one to work under the direct supervision of the Wood SWCD Board of Supervisors.

**Attitude** - Ability to maintain a positive attitude and motive in order to be successful.

**Decisiveness** - Ability to be consistently responsive in a timely fashion and make quick decisions under pressure.

**Accommodating** - Ability to communicate a helpful presentation, even in stressful conditions.

**Independence** - Above average ability to be independent.

**Objective Judgment** - Ability to utilize data in order to make deliberate decisions based on the logical application of objectivity and practicality.