

**JOB POSTING
COUNTY OF OWEN, INDIANA**

POSTED: June 15, 2021

POSITION: Executive Director

DEPARTMENT: Soil and Water Conservation District

STATUS: Full-time, 35 hours/week

COMPENSATION: Starting salary, \$31,400

CONTACT: Email cover letter, resume, and professional references to corbin_abrell@yahoo.com and owenswcd@gmail.com. Posting will be open until position is filled.

Successful candidate serves as Executive Director for the Owen County Soil and Water Conservation District, responsible for administering District operations, supervising assigned staff, and cultivating positive public relationships with key partners.

DUTIES:

Administers activities of the Soil and Water Conservation District, including strategic planning and promoting the SWCD by developing and implementing programs and projects that support long-term growth of the district. Executes key strategies of the long-term plan.

Develops and administers department budget and oversees the preparation of the annual report. Maintains financial accounts according to guidelines set by ISDA and State Board of Accounts and manages departmental administrative operations.

Supervises assigned staff, including reviewing position documentation, interviewing candidates, making hiring recommendations, orienting new subordinates, and keeping supervisor and assigned staff informed of organization developments. Oversees contractors, when applicable.

Serves on the MyPath Trail System Advisory Board, including assisting with MyPath volunteer coordination, annual programming, grant writing, cultivating relationships with board members, creating meeting agendas, developing annual budget, setting board priorities, and planning the annual meeting. Serves on other boards or provides advice, as requested.

Cultivates relationships with key partners including Natural Resources Conservation Service (NRCS), Indiana State Department of Agriculture (ISDA), US Farm Service Agency (FSA), Indiana Department of Natural Resources (DNR), IN Department of Environmental Management (IDEM), IN Association of SWCD (IASWCD), Town of Spencer, Owen County government, Purdue Extension, Owen County Community Foundation, and landowners.

Preserves and maintains the District property and SWCD/MyPath Restoration projects. Organizes technical workshops and field days. Collaborates with conservation partners as appropriate.

Soil and Water/Executive Director

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in agriculture, natural resources, environmental science, public affairs, or related discipline or equivalent work experience.

Thorough knowledge of department practices and procedures, and ability to apply such knowledge to a variety of tasks, processes, and operations.

Thorough knowledge of conservation practices, functions and programs of the Soil and Water Conservation District and related agencies.

Practical knowledge of basic bookkeeping/accounting principles and project management with ability to count, compute, calculate, and perform arithmetic operations.

Working knowledge of standard filing systems and ability to create, maintain, and prepare Department files and records.

Working knowledge of agronomy, biology, agriculture, and related natural resource areas.

Working knowledge of standard English grammar, spelling, and punctuation and ability to read/interpret detailed prints/maps, prepare correspondence and various detailed reports as required.

Ability to read and interpret USDA soil survey information, Owen County plat maps plant identification guides, macro-invertebrate identification guides, Conservation Physical Practice Effects (CPPE) manual and other materials.

Ability to operate a variety of standard office equipment, including computer, calculator, water quality monitoring equipment, and vehicle.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, analyze, evaluate, and fabricate data and take action based on data analysis.

Ability to file, post, and mail materials.

Ability to effectively communicate orally and in writing with co-workers, other County departments, various State/federal departments/agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to supervise assigned staff, including reviewing position documentation, interviewing candidates, making hiring recommendations, orienting new subordinates, and keeping supervisor and assigned staff informed of organization developments.

Ability to regularly work extended hours, weekends, and evenings and occasionally travel out of town for conferences and trainings, sometimes overnight, and respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and impact involving many variables and considerations. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises independent judgment in administering department operations and developing, presenting, and coordinating conservation programs designed to further the goals and objectives of the department.

III. RESPONSIBILITY:

Incumbent develops their own objectives for their areas of responsibility, establishing major administrative departmental policies, procedures, and performance standards. Incumbent is held accountable for department results and has almost total autonomy in the job. Incumbent regularly makes decisions in absence of policy and is subject only to guidance from the board. Work is primarily reviewed for its effect on department goals/objectives and soundness of judgement.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, various State/federal departments/agencies and the public, for the purposes of exchanging information, instructing, negotiating, and mentoring.

Incumbent reports directly to the Board Supervisor Chairman.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in standard office and outdoor environments, involving sitting/walking at will, sitting/standing/walking for long periods, bending/reaching, pushing/pulling, crouching/kneeling, lifting objects weighing over 50 pounds, handling/grasping/fingering objects, keyboarding, speaking clearly, hearing sounds/communication, close/far vision, color/depth perception, working in extreme hot/cold temperatures, working in wet/icy surroundings, walking on uneven terrain, working with/near chemicals, and driving.

Incumbent regularly works extended hours, weekends, and evenings and occasionally travels out of town for conferences and trainings, sometimes overnight, and responds to emergencies on a 24-hour basis.