

Hancock Soil and Water Conservation District

7868 C.R. 140, Suite E, Findlay, OH 45840

419-422-6569

Vacancy Announcement – District Program Administrator

Employment Status:

Full Time District Program Administrator, subject to a six-month probationary period. Employee required to work 80 hours per bi-weekly pay period.

Position:

The position of District Program Administrator will be employed by the Board of Supervisors of the Hancock Soil & Water Conservation District and will be under the general supervision of the Board of Supervisors.

Duties and Responsibilities:

The District Program Administrator is responsible for the overall management, coordination and administration of the Hancock SWCD; 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.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience:

Bachelor's Degree (B.A.) in Business Administration/Management from four-year college or university; or one to two years related experience and/or training or equivalent combination of education and experience.

Language Ability:

Ability to read, analyzes, and interpret commons scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community, ability to write speeches and articles for publication that conform to prescribed style and format.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference, and volume.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing, spreadsheet and accounting software.

Supervisory Responsibilities:

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employee; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hours of Work:

Hours of work will be office hours of 8:00 a.m. – 4:30 p.m. (1/2 hour for lunch).

Salary and Benefits:

Salary will be \$23-\$25 per hour and/or commensurate with experience, qualifications and available funding.

Equal Employment Opportunity:

All programs and services provided by the Hancock Soil and Water Conservation District are available to everyone without regard to race, color, sex, religion, national origin, age, handicap or marital status.

Application Deadline:

All applications must be received prior to 4:30 p.m. on January 19, 2024. Applicants shall provide a current resume, cover letter and at least three references to: Hancock Soil & Water, 7868 Co. Rd. 140, Suite E, Findlay, Ohio 45840 or Email to swcd@hancockswcd.com.

HANCOCK SOIL & WATER CONSERVATION DISTRICT

JOB DESCRIPTION

District Program Administrator

INTRODUCTION:

Summary: The District Program Administrator is responsible for the overall management, coordination and administration of the Hancock SWCD; 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.

Essential Duties and Responsibilities:

1. Responsible for overall management and development of Hancock SWCD including program and related budgets, reporting requirements and business development.
2. Maintain updated knowledge of programs and new initiatives.
3. Provide accurate, timely information such as progress reports, budget information, etc. to the Hancock SWCD Board of Supervisors.
4. Ensure District goals in Annual Plan of Work and Long Range/Strategic Plan are being achieved.
5. Serves as day-to-day supervisor for the district office and all District staff members. Reporting directly to the Board of Supervisors. Provide supervision of staff including hiring, disciplining, evaluation and development; update the Board on issues and seek advise from the Board as directed
6. Develop and provide leadership that advocates a team environment; establish and maintain effective communication avenues between the staff, the Board of Supervisors and partners.
7. Identify and pursue potential revenue resources; develop annual budget; inform, and seek approval when required, from the Board of Supervisors of income, expenses and other operating issues.
8. Develop and maintain relationships with public officials, funding sources and other community and state leaders.
9. Other duties and responsibilities as directed by the Board of Supervisors.
10. Maintains accounting records for the Special Fund, District Fund, Petty Cash, and other program/grant accounts as needed. Prepares a monthly financial report for presentation to the Board of Supervisors at the monthly board meetings.
11. Maintains complete and accurate personnel records for all District employees. Makes certain that new employees are properly enrolled in all required programs and properly signed-up with the Hancock County Auditor's office.
12. Maintains district files according to the District Record Retention Schedule.
13. Responsible for keeping the District Supervisors informed on legislative changes/contacts, attorney general opinions, governmental directives, and other correspondence that may affect the operations of the district.
14. Prepares district board meeting notices and agendas in consultation with the board chairman and mails them to the Board of Supervisors in advance of the board meetings. Attends all board meetings, takes notes, assembles/ prepares minutes and distributes all regular and special meeting minutes.
15. Advise board of supervisors of election terms and expiration dates. Assist with election preparations and assumes responsibility of requesting ballots to be prepared by the ODNR Division of Soil and Water Conservation. Plans and coordinates the district Annual Meeting and Election.

16. Assists with the preparation of district special activities such as; field days, tours, educational meetings, tree sales, fish sales, school tours, Soil and Water Stewardship Week observance, fair tent and display, etc.
17. Maintains district property/inventory records and keeps records available for the auditor's inspection as required.

Additional Requirements:

1. Actively promote conservation initiatives and the mission of Hancock Soil and Water Conservation District.
2. Knowledge and understanding of governing rules, working agreements, regulations and strategic plans specific to Hancock SWCD, Division of Soil Water Conservation – Ohio Department of Natural Resources, Natural Resources Conservation Service and other conservation organizations.
3. Attend internal and external meetings: some overnight travel is required.
4. Pursue continuous education and professional development opportunities as identifies and directed.
5. 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 Hancock Soil & Water Conservation District.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required

Education/Experience:

Bachelor's Degree (B.A.) in Business Administration/Management from four-year college or university; or one to two years related experience and/or training or equivalent combination of education and experience.

Language Ability:

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I understand the requirements and specifications for the position and certify that I have the qualifications that are necessary to fill the position and perform the required duties and responsibilities.

Adopted by the Hancock Soil and Water Conservation District Board of Supervisors as recorded on _____ in the official board meeting record.

Chairman

Date

Employee

Date
