

07/28/2022

LORAIN SOIL & WATER CONSERVATION DISTRICT

Job Title: District Administrator

Reports To: Lorain SWCD Board of Supervisors (to be referred to herein as ‘Board’)

EEC Classification: Administrative/Technical

Introduction: The position of District Administrator is located at the Lorain Soil & Water Conservation District (Lorain SWCD) offices, 42110 Russia Rd., Elyria, Ohio, 44035. This is a full time, 40 hours per week job. The employee occupying this position assists the Lorain SWCD Board of Supervisors with administrative/technical responsibilities of the Lorain SWCD. Work is expected to be performed with a minimum of supervision from the Lorain SWCD Board of Supervisors. Direction and supervision will be provided through regular and special meetings, conferences, and oral or written instruction. Further guidance may be obtained through the Ohio Department of Agriculture (ODA) Division of Soil and Water as prescribed in the Cooperative Working Agreement.

Summary of Position: The position of the District Administrator is an administrative/technical position of the Lorain SWCD authorized by Section 940.08 of the Ohio Revised Code. The Lorain Soil and Water Conservation District is seeking a full-time, motivated individual to help lead the office in its goal to promote, assist, and educate farmers and landowners about the best management practices for maintaining clean water, healthy soils, and a sustainable landscape. This position will be challenged with developing and implementing programs that will target soil erosion mitigation, nutrient loading and water quality issues. The employee will seek the cooperation of landowners in understanding, following, and utilizing nutrient management plans and conservation practices/programs to help soil health, reduce the loss of critical soil through erosion, and support water quality efforts as assigned.

This individual needs to be a self-starter with good communication skills and someone who is willing to provide leadership and direction to the office’s goals and visions, while still participating in the technical aspects of the position. Work collaboratively with various partners, develop landowner workshops, and provide a variety of technical assistance to landowners and partners in order to reduce nutrient and sediment runoff and positively impact water quality. The Administrator shall be subject to the direction of the Board and to the guidance and assistance of the Ohio Department of Agriculture (ODA) Division of Soil and Water Conservation.

Hours of Work and Timekeeping: This position is considered a full-time, non-exempt (FLSA) position and the employee will work 40 hours per week, normally on a regularly scheduled basis. Normal hours of work are 8:00 a.m. to 4:30 p.m. Monday through Friday or as needed, with a 30 minute unpaid lunch break. The District Administrator shall flex or use compensatory time over 40 hours of work to accommodate attendance at the Lorain SWCD monthly regular board

meetings, special and emergency board meetings, trainings, as well as any other events or other duties as prescribed by the Board outside the hours of work as described above. Full-time employees must use either flex time within the same week or earn compensatory time because the District does not permit overtime payment.

Major Responsibilities:

Supervision/Management: Supervise the day to day operations of the District staff and workload.

1. Keep the Board informed on issues, needs and operation of the District.
2. Offer professional advice to the Board on matters pertaining to the District.
3. Support Board policy and actions to the staff and public.
4. Work effectively with the public and private agencies and other local entities.
5. Develop good staff morale and loyalty to the District.
6. Delegate duties and necessary authority to staff members appropriate to their position.
7. Evaluate the performance of staff members.
8. Make recommendations for employee selection, promotion, awards, training and disciplinary actions to the Board of Supervisors by recognizing skills and knowledge; encouraging training opportunities and ensuring employees understand rules affecting employee conduct and disciplinary actions.
9. Review and approve leave requests.
10. Review and sign time and activity reports in order to verify employee attendance, overtime worked and leave taken.
11. Keeps informed of federal, state, local and private conservation programs and suggests areas where technical and financial assistance could be utilized in solving problems.
12. Compiles background information to facilitate the decision-making and policy setting functions of the Board.
13. Oversees all District financial activity. Understand thoroughly the proper use of county and state funds.
14. Prepare district budget projections for the coming year and 5-year projections in sufficient time for the Board to analyze and alter to its satisfaction before presenting to the County Board of Commissioners.
15. Assist employees annually in setting goals and training needs.
16. Understand the role and responsibilities of all district jobs and offer leadership, direction and training to staff members as needed.

Marketing and Outreach

1. Attend meetings during and after regular working hours within and outside of the District as directed by the Board. Inform Board Supervisors of the District's needs as new challenges and opportunities arise, and carry out the recommendations of the Board regarding new activities and responsibilities.
2. Participate and/or run District education and training sessions, i.e. Envirothon, Cover Crop events, Pond Clinics, etc.

3. Planning and coordinating workshops and educational programs as needed for both rural and urban landowners, farmers, developers, residents, public officials, school groups, etc.
4. Write articles as needed for the District newsletters, local newspapers, keep updated all electronic media, etc.
5. Be a constant source of information for all activities and programs relating to the conservation of natural resources.
6. Actively seek opportunities to present information and conservation for District representatives and assisting agency personnel.
7. Be innovative in developing new programs to better serve the District. Coordinate new programs and proposals for consideration by the Board.
8. Actively seek grants and funding opportunities and seek to interact with other agencies on joint programming.
9. Assist in developing and running the annual meeting and Lorain County Fair Soil & Water barn displays and events.
10. Promote and develop a volunteer program for the District.
11. Assist in fish and tree seedling sales and research new revenue streams.
12. Represents the District and voice the District's views at meetings of local, state, and federal agencies where soil, water and related resource problems are discussed. Meet with local officials and legislators concerning District programs as directed by the Board.

Technical:

1. Provide nutrient management and natural resource management assistance through one-on-one consultation and/or through group settings in an effort to promote sound nutrient management practices and conduct follow-up activities to ensure plans are being followed correctly.
2. Maintains personal contact with District cooperators and is able to explain the District conservation programs to the public. Must be able to give presentations and speak publicly.
3. Respond to emergent agricultural pollution complaints
4. Be aware and able to communicate information for all activities and programs relating to the conservation of natural resources.
5. Develops and submits written site evaluation reports to landowners after site visit has been completed. Maintain copies for District files. Properly documents all site visits, reports and other activities in case file notes.
6. The District Administrator will conduct site evaluations and develop alternatives for the solutions to natural resources issues and problems. Assist local units of government in evaluating and making recommendations for solutions to natural resources issues.
7. Work with NRCS staff and technical staff in implementing and coordinating technical assistance.
8. Deliver education presentations to the general public and local school districts.

Minimum Education/Experience

Bachelor's Degree or higher in Agriculture, Conservation, or Natural Resources related field. An equivalent combination of training and field experience would also be considered. Minimum of five to seven years of experience in soil and water conservation districts, conservation related work and/or extensive management of personnel/teams is required.

Additional Requirements

A valid driver's license and an insurable driving record are required.

Physical Requirements

The ability to lift up to 50 lbs. and to walk extended distances for reviewing/inspections of projects is required.

A probationary review will be conducted in 120 days from date of hiring.

Benefits

Employee will be under the Ohio Public Employee Retirement System (OPERS) and will be eligible for vacation, sick leave, and County health insurance benefits. Sick leave accrual begins first day of employment, paid holidays, two personal days per year (no carryover), 80 hours of annual leave after one year of employment.

Wage ranges from \$28-35/hour and will commensurate with experience.

Other duties and responsibilities not mentioned will evolve. The Board of Supervisors does not hold this job description to be "all encompassing" and maintains the right to develop other areas of responsibility as deemed necessary.

Lorain Soil & Water Conservation District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, age, gender, marital status, national origin, disability, veteran status, or any other protected status.