

**POSITION DESCRIPTION  
COUNTY OF BROWN, INDIANA**

**POSITION:** District Manager  
**DEPARTMENT:** Soil and Water Conservation District  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** September 2021  
**DATE REVISED:** August 2023

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Brown County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as District Manager for Brown County Soil and Water Conservation District (SWCD), responsible for providing managerial, administrative, supervisory, educational, and technical support to the Brown County SWCD Supervisors in order to carry out performance of the District as defined in Indiana District Law IC 14-32.

**DUTIES:**

Researches up to date information, local, state, and federal conservation laws, statutes, and guidelines that are applicable to the District, including best management practices presenting information to Supervising Board to assist in guiding programs and/or activities.

Advises land users about office, local, and partner programs that provide technical and financial assistance in applying conservation practices on their land, including explaining planning and application process of best conservation management practices on how to improve soil and water quality.

Provides technical tours, workshops, and educational programs for land users interested in improving soil, water, and related natural resources.

Seeks cooperation and collaboration with United State Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), Department of Natural Resources (DNR), Indiana Department of Environmental Management (IDEM), Indiana State Department of Agriculture (ISDA), State of Indiana Cooperative Invasive Management (SICIM), Farm Service Agency (FSA), The Nature Conservancy (TNC), Purdue Extension, and other conservation partners in planning and implementing technical field days, workshops, and educational programs.

Assists NRCS personnel in surveying, designing, and planning conservation practices on Brown County properties.

Assists IDEM in implementing the states Urban Erosion Control Program in Brown County.

Gathers vital information from geographic information systems (GIS) databases and/or applications to formulate best conservation management and land use recommendations.

Develops and conducts and/or participates in local, state and federal surveys, studies or investigations of various land uses to inform collective corrective action plans.

Provides soil and water information for agricultural, residential and/or commercial development to Brown County Planning and Building Department.

Inspects and/or provides recommendations for landowner's contracted conservation work, ensuring relevant standards are met for awarded grants.

Develops and presents programs to key county groups, such as civic clubs, farm organizations, environmental groups, and developers, about District's mission, programs and accomplishments. Provides soil, water, and related natural resources information, educational resources, programs, and training to local school teachers.

Responds to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS, or ISDA personnel for assistance. Assists partnership staff in servicing technical assistance requests.

Participates in Board approved Contribution Agreements.

Attends SWCD meetings, prepares agendas, and types minutes of meetings. Attends partnership meetings, including but not limited to, BCNWP, Watershed Planning, Nashville Tree Board, KBCB, and SCPG.

Serves as District Treasurer, including maintaining records of financial accounts and providing monthly annual reports, collecting outstanding debits, making bank deposits, and writing checks. Prepares department annual budget and prepares grant applications and other funding proposals.

Serves as day-to-day manager and administrator for all district conservation program grants received including technical site visits to landowners, working with partner agencies, creating, and sharing grant reports for funding institutions, state, and/or federal agencies.

Utilizes news releases, radio, and TV interviews to promote District's mission and programs and opportunities. Prepares or oversees the preparation of the District newsletter and an annual report. Maintains inventory of office supplies and publications.

Works with District's IT building, maintaining, and troubleshooting District electronics, website including designing all digital and physical marketing materials for communications and social media.

Assists District Supervisors in planning and conducting District's annual meeting and developing business plan, annual plan of action and publishing report on the District's mission, priority resource concerns, goals, planned actions, and accomplishments.

Supervises assigned staff, including periodically analyzing workloads, reviewing position documentation, interviewing candidates and making hiring recommendations and/or decisions, orienting and training, planning and delegating work assignments, establishing specific work goals, motivating staff, determining significant changes in responsibilities, evaluating performance results, recommending personnel actions, keeping supervisor and assigned staff informed of organization developments, maintaining discipline, and communicating and administering personnel programs.

Assists in coordinating District programs with the programs and activities of personnel from NRCS, IDNR, Purdue Extension, and other agencies involved in the conservation of soil, water, and related natural resources.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS:**

Bachelor's degree is preferred, however, extensive experience in agriculture, natural resources, or a technical position in related field.

Must be at least 21 years of age.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Practical knowledge of basic accounting and bookkeeping standard practices and procedures, with ability to ensure proper preparation and administration of Department budgets and related financial procedures and controls.

Practical knowledge of grants and grant administration with ability to meet grant requirements, including collecting data and compiling reports.

Working knowledge of Brown County Soil & Water Conservation District functions and policies, with ability to implement programs relevant to the enhancement of natural resources in the County.

Working knowledge of educational practices and techniques, with ability to develop, organize and present programs and activities for a variety of age groups.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files and records.

Knowledge of local, state, and federal conservation laws and guidelines that are applicable to the district.

Knowledge of and ability to understand the purpose, powers, programs, and responsibilities of the District.

Ability to properly operate standard office equipment and software and field equipment, including Microsoft Office, QuickBooks, GIS, computer, calculator, compass, maps, telephones, field guides, broadfork, uprooter, soil probe, and soil and water kits.

Ability to supervise assigned staff, including periodically analyzing workloads, reviewing position documentation, interviewing candidates and making hiring recommendations and/or decisions, orienting and training, planning and delegating work assignments, establishing specific work goals, motivating staff, determining significant changes in responsibilities, evaluating performance results, recommending personnel actions, keeping supervisor and assigned staff informed of organization developments, maintaining discipline, and communicating and administering personnel programs.

Ability to effectively communicate orally and in writing with co-workers, other County departments, other local, state, and federal governmental agencies, other soil and water districts, 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.

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

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

Ability to compile, collate, or classify data, analyze, and evaluate data, and make determinations based on data analyses.

Ability to count, compute and calculate and perform arithmetic operations.

Ability to read and interpret maps, field guides, and GIS information.

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

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

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

Ability to organize and supervise group programs and plan and deliver effective presentations and educational programs.

Ability to occasionally work extended, weekend, and/or evening hours and travel out of town for conferences, meetings, and site visits, sometimes overnight.

Possession of a valid driver's license and a 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 District operations and developing, presenting, and coordinating conservation programs designed to further the goals and objectives of the Conservation District.

## **III. RESPONSIBILITY:**

Incumbent makes considerable contributions to Conservation District operations in developing and promoting conservation programs, with purpose and objectives clearly indicated. Incumbent is accountable for District results and periodically makes decisions in absence of policy. Work is primarily reviewed for attainment of objectives and compliance with legal requirements.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, other local, state, and federal governmental agencies, other soil and water districts, and the public for purposes of exchanging information and ideas, rendering service, and resolving problems.

Incumbent reports to SWCD Board of Supervisors.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and outdoors, involving sitting/walking at will, sitting/standing/walking for long periods, walking on uneven terrain, working in extreme temperatures and in wet/icy surroundings, working near fumes, dust, dirt, and odors, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, crouching/kneeling, bending/reaching, driving, keyboarding, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work extended, weekend, and/or evening hours and travel out of town for conferences, meetings, and site visits, sometimes overnight.

This is a full-time position as a Brown County employee with benefits and paid time off and holidays.

**If interested in this position, please email resume, cover letter, and at least 2 references to [swstephenson76@gmail.com](mailto:swstephenson76@gmail.com) by 7/22/24.**