

MIAMI COUNTY SOIL & WATER CONSERVATION DISTRICT PROGRAM DIRECTOR



JOB TITLE: Program Director **JOB CATEGORY:** Professional, Administrative, Technological

Department/Group:	Soil & Water Conservation	Supervisor:	SWCD Board of Supervisors Miami Co Employee handbook
Location:	1626 W Logansport Rd. Peru, Indiana	Travel required:	Occasional within State
Level/Salary range:	\$48,000-\$52,000 annually	Position type:	PAT
Partnerships:	Local, State and Federal	Date posted:	March 20, 2026
Will train applicant:	Yes	Indoor/Outdoor	Both
External posting URL:	www.miamicountyin.gov	Hours	M-F 8am-4pm occasional Saturday events, monthly board mtgs @ 7pm

RESUMES ACCEPTED BY:

EMAIL ONLY mary.watson@miamicountyin.gov **Subject line:** Program Director Resume

JOB DESCRIPTION

Roles and Responsibilities

Incumbent serves as the Program Director for the Miami County SWCD, responsible for performing various administrative, educational, secretarial, and bookkeeping tasks for departmental programs and services.

- Administrative and supervisory duties
- Plans, writes & publishes reports such as the annual financial report to State Board of Accounts
- Plans and organizes annual meetings and events. Multi-tasking is essential.
- Prepares monthly board meetings. Applies and administers state & federal grants
- Oversees multiple community events that involve various partnerships

Qualifications and Education Requirements

- HS diploma or HSE
- Associate degree in related field preferred
- Must be at least 18 years old

Preferred Skills

- Microsoft Office capabilities
- Effective communication, financial background & educational teaching
- Cooperative contributor

Benefits

This is a County employee position with County benefits of PERF Retirement, Health, Vision and Dental insurance.

There is no overtime wage but flexible comp time is available. Includes longevity pay, vacation and sick time.