

**CLEARFIELD COUNTY CONSERVATION DISTRICT**  
6395 Clearfield Woodland Highway, Suite 2  
Clearfield, PA 16830

**CONSERVATION DISTRICT MANAGER**

**GENERAL STATEMENT OF DUTIES**

The District Manager coordinates all programs, activities, and services of the Conservation District in accordance with policies and guidelines developed by, delegated to, or approved by the Board of Directors.

**DUTIES AND RESPONSIBILITIES**

- Carry out all policies, decisions and assignment of the Board of Directors to promote the District's mission
- Work closely with Board and staff to develop short and long-range goals of the District
- Develop and maintain a close working relationship county, local and state agencies
- Supervise staff as outlined in the District's Personnel Policy. Coordinate and provide for staff development and training. Support encourage staff in their program responsibilities
- Coordinate planning and implementation of all Conservation District programs and operations outlined under the following programs: Chapter 102, 105 and NPDES; Nutrient Management; Chesapeake Bay; Dirt, Gravel and Low Volume Roads; ACT; and Watershed Specialist
- Initiate Legislative contacts and address concerns
- Oversee grant applications and administration of funded projects
- Keep the Board of Directors and staff abreast of all relevant federal, state, and local laws, regulations, and ordinances and assure compliance within the Conservation District
- Prepare and maintain Conservation District Budget
- Prepare and submit all Quarterly Reporting for programs administered by District
- Oversee district accounting, reports and records
- Prepare monthly reports and attend Monthly Board of Director meeting
- Keep the Conservation District Board informed of all programs and their implementation
- Maintain Personnel Files and ensure that all clearances and other information is up to date
- Oversee and approve staff time and expenses
- Protect and promote the reputation and public relations of the District
- Attend appropriate county and statewide training and meeting
- Coordinate and plan special events for the District
- Professionally represent the views, opinion, and policies of the Conservation District when participating in local, regional, state and national arenas

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to supervise and motivate District staff
- Must have a basic understanding of and appreciation for our natural resources
- Must be able to function independently, and also to work closely with others
- Must be comfortable speaking in public and in front of groups
- Must have flexibility, personal integrity, and the ability to work effectively with clients, consultants, engineers, contractors and support agencies
- Must have the ability to meet and deal with the public and to listen to the needs of the farmer, developer, student, public official or agency and to decide on an individual basis what program or information would be most beneficial
- Must possess the ability to make independent decisions when circumstances warrant such action
- Must be able to respect and maintain confidentiality and carry out the directives received from the Board of Directors
- Must possess a good command of the English language, including the ability to read, write and speak articulately
- Must have the ability to write news articles and narrative for grants and other types of reports
- Must be proficient in a variety of computer programs including Word, Excel, Publisher and other computer programs used by the District
- Must have a general understanding of QuickBooks accounting and reports
- Must be able to reconcile bank accounts
- Must have knowledge of basic math, bookkeeping and record keeping
- Must possess a valid PA drivers license, have a clean driving record, and a reliable vehicle
- When necessary, must be able to work outdoors and to negotiate uneven and rough terrain, including during inclement weather
- Must be able to travel to and attend meetings outside the county, including occasional overnight commitments
- Must be able to obtain necessary background clearances
- Must have an appreciation for our natural resources and desire to learn all District programs
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## **EDUCATIONAL REQUIREMENTS**

- A degree in Business Administration and/or a minimum of 5 years experience in a supervisory position

## **REGULAR WORKING HOURS**

- Regular working hours will be Monday through Friday from 8:00 a.m. until 4:00 p.m. with lunch break from noon to 12:30 p.m.
- Must be able to attend occasional evening meetings
- Must be available to attend weekend events when necessary

## **SALARY AND BENEFITS**

- District Manager starting salary will be \$43,000.00
- Position requires a 90 Day Probation Period
- Hospitalization will be provided for Employee; Family coverage can be obtained at employee's expense
- District contributes 3% to a retirement account
- Vacation is earned monthly at the following rate:
  - Start – 2 years - One-half day a month
  - 2 – 10 years – One day a month
  - After 10 years – One and a Half day a month
- Sick Time is earned at a rate of one day per month (there is no monetary value to sick time)
- Paid Holidays include New Years Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving and Day After, Christmas and one-half day before or after, 2 Personal Days, and your birthday
- All employees are expected to help with special events. If these events occur after regular hours, comp time is earned
- Use of your personal vehicle is required, and mileage is reimbursed at the State rate (currently .58/mile)

The Clearfield County Conservation District is accepting applications for a full-time DISTRICT MANAGER. Successful candidate must have a BS in Business Management and/or 5 years experience in personnel and financial management. Must have excellent communication and organizational skills and be proficient with a variety of computer programs. Must be able to supervise a staff of seven and manage all programs and activities administered by the District. A complete Job Description can be found at [www.cfdccd.com](http://www.cfdccd.com). Resumes and cover letters must be received by March 22 and can be sent to District Manager; CCCD; 6395 Clearfield Woodland Hwy; Suite 2; Clearfield PA 16830.