



441 Plum Creek Road  
Sunbury, PA 17801



March 4, 2021

## NEW POSITION ANNOUNCEMENT

TITLE: District Manager

LOCATION: Northumberland County Conservation District  
441 Plum Creek Road  
Sunbury, PA 17801

SALARY: Starting Salary: \$50,000 - \$60,000, based on experience with a competitive benefits package

REQUIREMENTS: Bachelor's Degree in administration, business management, natural resource management, or a related field and a minimum of two years of supervisory experience or any equivalent combination of training and experience that provides equivalent knowledge, skills, and abilities. It is essential that business management experience has been acquired either through formal education or experience.

Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and FBI Fingerprinting immediately upon hiring and every 4 years.

A valid Pennsylvania driver's license is required.

A full job description is available on the pages below.

***Interested candidates should include a resume and a cover letter that references their experience in relation to the qualifications listed in the job description, along with salary expectations and how they learned of the position. All inquiries and resumes should be submitted via email to [jbecker@nccdpa.org](mailto:jbecker@nccdpa.org). No phone inquiries will be accepted. We are accepting resumes until April 1, 2021.***

The Northumberland County Conservation District is an equal opportunity employer that does not discriminate on the basis of race, color, religion/creed, sex, sexual orientation, gender identity, disability, marital status, age, pregnancy, national origin, ancestry, genetic information, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by the applicable federal, state, or local laws.

## **JOB DESCRIPTION**

### **District Manager**

### **Northumberland County Conservation District**

*FLSA Classification: EXEMPT*

*Position currently held by: Judy Becker*

*Date Last Filled: April 3, 2007*

### **General Statement of Duties**

The District Manager is to perform managerial functions associated with overall administration, planning and supervision of Conservation District programs, operations, and activities in accordance with direction provided by the Northumberland County Conservation District Board of Directors. The District Manager also administers the Agricultural Land Preservation Program for Northumberland County.

### **Organizational Relationships**

The District Manager serves directly under the District Board of Directors of the Northumberland County Conservation District (NCCD) and the Board of Directors of the Northumberland County Agricultural Land Preservation Program (NCALPB). He/she is the direct supervisor for all Conservation District employees. The District Manager is also accountable to the Pennsylvania Department of Environmental Protection (PA DEP) for managing resources to meet the terms of delegation agreements pertaining to Chapter 102 (Erosion and Sediment Control), Chapter 105 (Dam Safety and Waterway Management), Chapter 92a (National Pollutant Discharge Elimination System Permitting, Monitoring and Compliance), as well as managing resources to meet the terms of contracted agreements pertaining to the Chesapeake Bay Program, the Watershed Specialist Grant Program, and the Mosquito-Borne Disease Control Program; the Pennsylvania Department of Agriculture (PDA) for meeting the terms of Chapter 138e (Agricultural Conservation Easement Purchase Program) and Chapter 138.1 (Agricultural Security Area Program); and the State Conservation Commission for meeting the terms of the Dirt, Gravel, and Low Volume Roads Program.

This position is subject to the direction and wishes of the Board of Directors of the NCCD. When there appears to be a conflict between this description and the direction of the NCCD, then the instructions from the NCCD Board will control the actions of the District Manager.

### **Job Duties and Responsibilities**

#### **Facilitating Board Governance**

- Informs District Board of Directors of activities and programs status.
- Administers Conservation District programs and activities; prepares annual work plan and annual report of district activities; develops, updates, and implements policies and procedures for District operations in conjunction with the Board.
- Encourages the recruitment of Board members and Associate Directors.
- Consults with Board and other officials as needed to review District activities, provide recommendations, resolve problems, and give/receive direction.
- Coordinates meetings of the Board and its committees; plans/sets agendas.
- Represents District on committees, boards, work groups locally, regionally, and statewide; serves as District spokesperson; conducts on-going public relations program with media; presents programs to public organizations upon request.
- Develops and implements short- and long-term goals and objectives in conjunction with Board and personnel.
- Reviews personnel policy manual on a periodic basis (at least annually) to ensure it stays current with any federal, state, and local laws/regulations as necessary; presents recommendations to the Board.

#### **Fiduciary Responsibilities**

- Administers Conservation District funds and accounts; prepares annual budget in coordination with Administrative Assistant and Board; prepares monthly, quarterly and annual financial summaries for the Board.
- Approves payroll documents; approves expenditures per budget; signs checks; plans for annual and long range utilization of funds. Coordinates long term planning for capital improvements.
- Oversees the preparation of various forms, reports, correspondence, requisitions, disbursements, mileage reimbursements, fee schedules, billing statements, grant applications, and budgets.
- Prepares for and participates in annual audit.

- Seeks out grants applicable to the Conservation District and those it serves and makes applications for said grants. Prepares and submits grant proposals and applications.
- Prepares annual budget and funding request to the Northumberland County Commissioners.
- Oversees planning, staffing, programming and finances for special projects and fund-raising events, including the annual tree sale and affiliate drive.

#### Personnel Management

- Approves work schedules, time sheets, and trainings.
- Supervises and directs District staff, evaluates staff performance, processes employee concerns and problems, provides counseling, updates job descriptions, participates in interview and selection process of new employees, and initiates personnel actions.
- Prepares new hire paperwork in accordance with local, state, and federal employment laws, including the withholding of payroll taxes, processing security clearances, and adding eligible employees to available insurance plans.
- Processes end of employment paperwork, including notifying employee of mini-Cobra benefits and ending insurance benefits coverage, cancelling employee credit card, and removing employee email. Conducts exit interview and shares employee's responses with District personnel committee.
- Oversees District program workloads, monitors status of work in progress, inspects completed work as required, and troubleshoots problem situations.
- Holds weekly staff meetings.
- Hires and supervises interns as needed.

#### Program Responsibilities

- Administers all District programs; ensures District compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any action necessary to correct deviations or violations. Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Reviews and drafts comments on regulatory changes and legislative proposals. Makes recommendations to the Board regarding natural resource issues. Develops, reviews and updates Memoranda of Understanding and other working agreements between the District and local, state, and federal agencies/organizations. Develops and presents testimony on proposed legislation and regulations. Reviews natural resource protection ordinances for local governments when requested.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Prepares quarterly reports and annual reports, as required, for contracted and delegated programs.

#### Communication and Education

- Pursues working relationship with the local, state, and federal agencies to more effectively serve the public.
- Seeks to gain the confidence of the public through education and outreach. Provides education and information to the community; prepares/distributes educational materials; gives speeches and presentations; conducts media interviews.
- Oversees technical assistance provided to landowners and municipalities. Oversees the development and implementation of technical training for consultants and engineers.
- Treats all contacts of the District with dignity, professionalism, and respect in person, over email, and over the phone. Resolves disputes and complaints in a calm and controlled manner.
- Maintains candidate database for annual conservation awards and facilitates selection of winners. Helps organize, promote and deliver annual awards program.

- Cultivates and maintains a relationship with county commissioners and state legislators. Organizes and conducts an annual legislative meeting with legislators. Educates political leaders on matters concerning agriculture and conservation.
- Delivers district programs as required to schools, community organizations, partners, etc.
- Serves as the Right to Know officer for the District and responds to all requests within 5 days.
- Manages and updates the District website and facebook page.
- Prepares and edits the District newsletter.

#### Agricultural Land Preservation Program

- Serves at the pleasure of the Board as a voting delegate to the PA Farmland Preservation Association (PFPA).
- Responds to inquiries regarding the program, advertises open enrollment periods, assists program applicants including a visit to their farm, processes soil maps for each application using a computer program like NRCS's Web Soil Survey to score soils, scores all new applications and ranks them, notifies all applicants of their current ranking.
- When funding is available, contacts the next landowner on the current ranking list, schedules appraisal, makes offer to landowner with Board's approval, schedules survey of land, contacts attorney for title search.
- Prepares required documents for the PA Bureau of Farmland Preservation Board's approval using the online PA Farmland website. Communicates with Bureau of Farmland Preservation staff regarding issues or updates to the current easement purchase. Attends state Farmland Preservation meeting to present farm for approval. Schedules closing of farm once funds are received from the state.
- Contacts the county commissioners annually to request funding support.
- Performs annual inspections of eased farms as required and reports results of inspections to the PA Bureau of Farmland Preservation.
- Assists municipalities with Ag Security Area issues.
- Maintains all files for the program in accordance with record retention requirements.
- Updates Northumberland County Agricultural Land Preservation Administrative manual for recertification every 7 years, as required.

#### **ADDITIONAL JOB FUNCTIONS**

- Updates District Office Safety Plan and Procedures for COVID-19, as needed, to be in compliance with local, state, and federal guidelines and keeps District staff informed of changes.
- Serves as the administrator of all computers owned by the District. Performs regular maintenance on all computers; including server maintenance, making sure all information is backed up daily, and resolving computer issues as they arise.
- Provides assistance or coverage to other employees as needed.
- Attends the monthly District Board meetings and reports to the Board of Directors on all activities and accomplishments for the month in the form of a monthly written report.
- Maintains daily narrative of work activity, accurate timesheet, compensatory time log and mileage log. Turns in daily log on a weekly basis, timesheet and flex time log on a semi-monthly basis, and mileage log on a monthly basis.
- Maintains fleet of District vehicles, including maintaining insurance coverage and maintenance of vehicles.
- Negotiates office lease, as needed and communicates with building landlord about issues.
- **This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Other duties may be required and assigned by the Board of Directors.**

## **WORKING CONDITIONS**

- Works primarily indoors with adequate workspace, lighting temperatures and ventilation; normal indoor exposure to dust/dirt. Due to COVID-19, the work location is currently a combination of remote (at home) and in-office work. This is subject to change.
- Occasionally subject to water, fumes, chemicals, smoke, weather, or other conditions during outdoor visits to properties.
- Subject to multiple deadlines, frequent disruptions and moderate stress.

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

- Ability to decide the time, place and sequence of operations within a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Must be able to maintain integrity of confidential information.
- Ability to counsel, mediate, and resolve, which includes providing first line supervision.
- Skill in working with the public. Ability to advise and interpret on how to apply policies, procedures, and standards to specific situations. Ability to communicate effectively, both orally and in writing. Ability to listen and be objective. Ability to develop and maintain relationships.
- Ability to utilize information such as administrative procedures manuals, computer languages, accounting methods, educational curricula; knowledge of computer word processing, database, spreadsheet and presentation software and ability to operate computers; ability to utilize advisory data and information such as financial statements, technical operating manuals, procedures, guidelines, non-routine correspondence, laws and regulations.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to perform functions within influence systems such as associated with supervising, managing, leading, teaching, directing, and controlling.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert moderate physical stress in sedentary to light work. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to endure mental stress that may result from day-to-day activities is imperative.
- Ability to travel overnight and/or multi-day when necessary to attend functions related to training, conservation, natural resources or environment, or any functions for the greater good of the Conservation District.
- Must initiate own work and have the ability to complete assignments with little to no oversight.
- Must have patience, tact, a cheerful disposition, enthusiasm and the willingness to handle a wide range of individuals.

## **MINIMUM QUALIFICATIONS**

- Associates or bachelor's degree in administration, business management, natural resource management, or a related field and a minimum of two years of supervisory experience or any equivalent combination of training and experience that provides equivalent knowledge, skills, and abilities. It is essential that business management experience has been acquired either through formal education or experience.
- Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and Fingerprinting immediately upon hiring and every 4 years.

- Must have a clean driving record. A valid Pennsylvania driver's license is required.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.*

*This job description is not intended to be a contract for employment, but rather a description of this position's job duties. All District employees are employed at-will, meaning that either NCCD or the employee may terminate the employment relationship at any time, for any reason, with or without notice.*

*NCCD is an Equal Employment Opportunity employer that does not discriminate on the basis of race, color, religion/creed, sex, sexual orientation, gender identity, disability, marital status, age, pregnancy, national origin, ancestry, genetic information, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by the applicable federal, state, or local laws. This commitment applies, but is not limited, to decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment. Likewise, employees are responsible for respecting the rights of their co-workers, as we must all work together to ensure continued success.*

*Last Updated: February 5, 2021*