POSITION OPENING

District Coordinator for the Dearborn County Soil & Water Conservation District (SWCD)

Monday – Friday, 8:00 a.m. – 4:00 p.m., 10729 Randall Ave. Aurora IN

DUTIES

Responsible for providing program management and administrative support to Department personnel, including Natural Resources Conservation Service (NRCS) personnel, and SWCD Board. Perform administrative support tasks indicated by Board of Supervisors.

Assists in compiling reports, work plans, and the business plan. Serves as Legal Treasurer and recording Secretary for SWCD to include financial reports, budgets, meeting agenda and minutes.

Maintains employee records, submits payroll, answer phones, responds to visitors, and schedule appointments. Maintain current knowledge of legislation governing SWCD activities and related programs, goals, policies and procedures. Attend training sessions, meetings and conferences to include an occasional overnight.

REQUIREMENTS

Ability to meet all Department hiring requirements, including passage of a physical, drug screen, and Federal background check.

Knowledge of natural resources, agriculture, conservation practices, and natural resources educational programs.

Working knowledge of standard office procedures, equipment, and computer software applications used by the department. Must be able to effectively communicate orally and in writing, maintain confidentially, comply with employer and departmental policies, work with minimal supervision, and as a team member. Occasionally work extended hours, evenings and/or weekends with occasional out of town travel for conferences.

Salary commensurate with experience.

Please send completed applications and resume to:
Suellen Cauble, HR Director
215B West High Street, Lawrenceburg, IN 47025
Email to Scouble@DearbornCounty.in.gov or Fax to 812 537-5534