

**POSITION DESCRIPTION  
COUNTY OF WABASH, INDIANA**

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

**DATE WRITTEN:** September 2008

**STATUS:** Full-time

**DATE REVISED:** August 2019

**FLSA STATUS:** Non-exempt

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

Incumbent serves as Executive Director for the Wabash County Soil & Water Conservation District (SWCD), responsible for administering District operations.

**DUTIES:**

Maintains current knowledge on SWCD, Natural Resources Conservation Service (NCRS), and other units of government standards, specifications and policies pertaining to Wabash County natural resources and programs relevant to the enhancement of those resources.

Coordinates District programs with NCRS and Indiana Department of Natural Resources (IDNR) and continually updates Board of Supervisors on changes in federal, state and local laws, programs, and activities that may impact the District.

Upholds Memorandum of Understanding (MOU) with Indiana Conservation Partnership and contribution agreements between the District and NRCS.

Serves as fiscal officer, receiving and disbursing District funds and ensuring accuracy of QuickBooks accounts.

Maintains a consultant role on watershed steering committees throughout the country, assisting in collecting and analyzing water samples. Maintains a consultant role to Indiana Department of Environmental Management (IDEM) upon local landfill inspections.

Prepares annual program budget, completes and submits local, state, and federal grant applications and other funding proposals, and administers grants upon approval. Submits annual financial report, debt management report, and economic report to State Board of Accounts.

Assists District Chairperson in planning and conducting monthly board meetings and assists the Board in planning and conducting the District's annual meeting. Prepares all materials for meetings, including agendas, reports, bank statements, and previous month's minutes.

Promotes conservation through educational programs. Plans, directs, and supervises existing and new conservation awareness programs and meets regularly with local school officials, community agencies and volunteers to organize programs and activities.

Plans, organizes, administers, and evaluates projects and programs, including developing and employing varied principles, procedures, practices, concepts, and techniques. Formulates, evaluates, and revises projects and programs.

Develops and coordinates displays for special events, writes articles for newspapers, and prepares and distributes a variety of program newsletters, news releases, and brochures.

Acts as Property Manager at County Farm and maintains the property as an educational site for conservation.

Supervises interns and independent contractors, including analyzing human resource needs and determining staffing requirements, interviewing and hiring job candidates, obtaining employee's personal information, bidding proposals, providing orientation, making work assignments, establishing work goals/objectives, and performing employee evaluations.

Promotes use of conservation practices and explanation of improved soil and water quality, and advises land users regarding farming activities, erosion control, conservation alternatives, and management practices according to individual land user's physical and financial needs. Assists in supervising installation of conservation practices by land improvement contractors.

Consults with Wabash County Planning Department on soil classifications for residential and/or commercial developments.

Completes spring and fall tillage transect survey.

Assists with surveying, designing and outlining conservation practices pertinent to Wabash County and assists NRCS engineers in obtaining adequate engineering approval ratings.

Assists the Indiana Department of Environmental Management (IDEM) with implementing and ensuring compliance with the state's Urban Erosion Control Program (Rule 5).

Performs various administrative tasks, including, but not limited to, maintaining and updating filing systems, entering data in computer, preparing correspondence, receiving and disbursing of funds, and preparing detailed written and financial reports.

Maintains inventory of county plat books, tile probes, soil health books, tile flags, office supplies, and county farm machinery/equipment. Maintains district mailing and email lists and conducts mass mailings, as needed.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, and/or directing calls to appropriate department or individual.

Attends various meetings, as needed.

Performs related duties as assigned.

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

Baccalaureate Degree in agriculture, natural resources, soil science or related field of study or equivalent combination of education and experience.

Ability to meet all employer hiring requirements, including passage of a drug test.  
Knowledge of related standard procedures, technical methods, and mathematical skills.

Knowledge of Wabash County Soil & Water Conservation District functions and policies, memorandums of understanding, and handbook for supervisors, with ability to implement programs relevant to the enhancement of natural resources in the County.

Knowledge of farming activities, operations and management, conservation practices, and erosion control, with ability to discuss conservation alternatives and best management practices with land owners.

Knowledge of budget and grant preparation and administration, and ability to compute/perform basic arithmetic operations, prepare financial reports, and ensure compliance with funding source requirements.

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 office procedures and computer software applications, including but not limited to, Microsoft Word, Excel, Publisher, and PowerPoint, QuickBooks, and Mapping Systems (GIS) with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

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

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to develop new or adapt to existing methods and approaches and deal with new requirements, improve operations, and accomplish objectives.

Ability to solve problems and resolve unusual situations using judgment, experiences, and expertise.

Ability to properly operate standard office equipment, including computer, calculator, keyboard, telephone, fax machine, copier, scanner, and printer.

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

Ability to supervise work of interns and independent contractors, including analyzing human resource needs and determining staffing requirements, interviewing and hiring job candidates, obtaining employee's personal information, bidding proposals, providing orientation, making work assignments, establishing work goals/objectives, and performing employee evaluations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, state and federal governments, contractors, schools, local businesses, community organizations, watershed initiatives, 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.

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

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

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

Ability to read and interpret detailed maps, layouts, specifications and prints.

Ability to regularly work extended hours, occasionally work evening hours, and travel out of town for meetings and training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent exercises independent judgment in interpreting general guidelines, instructions and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

## **III. RESPONSIBILITY:**

Incumbent makes considerable contributions to Conservation District operations in developing and promoting conservation programs, with purpose and objectives clearly indicated by Board. Incumbent is accountable for District results and regularly makes decisions in absence of policy. Unusual circumstances or developments are discussed with supervisor at incumbent's discretion. Work is reviewed primarily for attainment of objectives, technical accuracy, and compliance with federal, state and local regulations and guidelines.

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

Incumbent maintains frequent contact with co-workers, other County departments, state and federal governments, contractors, schools, local businesses, community organizations, watershed initiatives, and the public for purposes of exchanging, explaining, and giving and receiving information.

Incumbent reports to SWCD Board Chairman.

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

Incumbent performs duties in a standard office environment, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly and handling/grasping/fingering objects. Incumbent is occasionally exposed to normal hazards associated with outdoor water/soil/corn stalk/soybean tissue sampling or farming activities, including walking/climbing on rough terrain, wading through water, equipment, dirt, dust, vehicle fumes, noise, extreme temperatures and wet/icy conditions.

Incumbent regularly works extended hours, occasionally works evening hours, and travels out of town for meetings and training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Executive Director describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name