

**POSITION DESCRIPTION  
COUNTY OF DUBOIS, INDIANA**

**POSITION:** Executive Director  
**DEPARTMENT:** Soil and Water Conservation District  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** EXEC 1 (Executive)

**DATE WRITTEN:** April 2021  
**DATE REVISED:** Jan. 2023

**STATUS:** Full-time 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. Dubois 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 Soil and Water Conservation District (SWCD), responsible for overseeing the operations and administration of all projects and programs of the Department, supporting SWCD Supervisors in carrying out program in accordance with state regulations, and supervising assigned staff. The Executive Director is the County Department Head for the Soil and Water Department.

**DUTIES:**

Administers activities that support the responsibilities of the SWCD, including but not limited to strategic planning, program development and administration, preparing and administering departmental budget, preparing all required reports of activities, and administering and promoting state and federal grant funded programs such as Clean Water Indiana.

Supervises and directs assigned staff, including analyzing workload and the human resource needs, reviewing position documentation, interviewing candidates and making hiring decisions, orienting new staff, establishing specific work goals, determining significant changes in responsibilities, evaluating performance results, reviewing salaries, maintaining discipline and recommending corrective action, communicating/administering personnel programs and procedures, and communicating organizational developments to supervisor and staff.

Research alternative funding, prepares grant proposals, administers grants, and submits all necessary documents/reports.

Represents SWCD and its Supervisors at official meetings and events in absence of Supervisors.

Promotes SWCD values, purpose, and mission to legislators, customers, other targeted audiences, and the public through outreach, including preparing press releases, newsletters, printed materials, and other marketing activities.

Creates and coordinates educational programs for youth and adults, including schools, organizations, and individuals as requested, such as 4-H fairs, field days, tours, outdoor classrooms. Provides educational program information and materials, such as posters, flyers, and displays. Develops and organizes workshops, demonstrations, and programs and develops and implements training programs.

Maintains collaboration with various entities such as Indiana Department of Agriculture (ISDA) Indiana Department of Environmental Management (IDEM), United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), and Farm Service Agency (FSA) to implement programs.

Administers fiscal affairs of SWCD and serves as Treasurer. Monitors expenditures, ensures maintenance of complete and accurate accounting system and records, prepares/submits documents and reports as required, and assists with audits.

Provides administrative support to SWCD Supervisors, including preparing for meetings, ensuring minutes and meeting records are maintained, and maintaining and filing all SWCD records.

Oversees maintenance of all SWCD equipment, including vehicles, rental equipment, and office equipment.

Collaborates with conservation partners in promoting conservation education. Attends SWCD and partnership meetings and training sessions, including but not limited to partnership meetings, regional meetings, field days, committee meetings, annual conference, workshops, and conferences as requested.

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

Maintains current knowledge of legislation governing SWCD activities and related programs, goals, policies, and procedures. Attends training sessions, meetings, workshops, and conferences.

Performs other duties as assigned.

## **I. JOB REQUIREMENTS:**

Bachelor's Degree in natural resources, environmental science, business administration, or related field required. Advanced training or experience may be considered in lieu of degree.

Ability to meet all Department hiring requirements, including passage of drug test and United States Department of Agriculture (USDA) security and background screening.

Thorough knowledge of and ability to make practical application of SWCD policies and procedures, long- and short-range plans, and memorandums of understanding.

Practical knowledge of conservation practices, procedures, and legal requirements for SWCD.

Practical knowledge of agronomy, biology, agriculture, and natural resources, with ability to prepare and present educational programs, respond to related inquiries from the public, and/or make referrals accordingly.

Practical knowledge of budget preparation and administration, with ability to maintain accurate and complete financial records, prepare financial reports, and ensure compliance with regulations, standards, and funding source requirements.

Working knowledge of basic filing systems and ability to create and maintain accurate and complete Department files/records.

Working knowledge of standard office policies and procedures, including basic computer knowledge and skills such as word processing, publication, email, presentation, and spreadsheet software, other software applications used by the department, and internet, 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 documents, correspondence, media releases, and written reports as required.

Ability to supervise and direct assigned staff, including analyzing workload and the human resource needs, reviewing position documentation, interviewing candidates and making hiring decisions, orienting new staff, establishing specific work goals, determining significant changes in responsibilities, evaluating performance results, reviewing salaries, maintaining discipline and recommending corrective action, communicating/administering personnel programs and procedures, and communicating organizational developments to supervisor and staff.

Ability to properly operate standard office equipment and software, such as computer, calculator, copier, and telephone, and to drive a vehicle.

Ability to effectively communicate orally and in writing with co-workers, SWCD Supervisors, other County departments, state and national natural resources/farm services departments and agencies, other agencies, elected officials, school personnel, businesses, community groups, news media, 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 and Federal 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 work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, work rapidly for long periods, occasionally under time pressure or amidst frequent distractions, and manage time effectively.

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

Ability to apply knowledge of people and locations, prepare detailed reports, and plan/layout assigned work projects.

Ability to count, make calculations, compare/observe similarities and differences between data, people, or things, compile/collate/classify/analyze data, and take action based on data analysis.

Ability to plan and deliver public speaking presentations and special events.

Ability to maintain current knowledge of legislation governing SWCD activities and related programs, goals, policies, and procedures, and attend training sessions, meetings, workshops, and conferences.

Ability to occasionally work weekends, evenings, and extended hours and travel out of town for meetings/training, sometimes overnight.

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

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

Incumbent's duties are broad in scope and impact involving many variables and considerations. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises independent judgment in administering Department operations and developing, presenting, and coordinating conservation programs designed to further the goals and objectives.

## **III. RESPONSIBILITY:**

Incumbent develops own objectives for areas of responsibility, and establishes major administrative department policies, procedures, and performance standards. Incumbent is responsible for outcomes of department results. Decisions are made frequently, which are restricted only by organization-wide policies. Work is primarily reviewed for appropriate supervision or direction of assigned operations, compliance with effect on Department goals, and objectives, and compliance with policies and legal requirements.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, SWCD Supervisors, other County departments, state and national natural resources/farm services departments and agencies, other agencies, elected officials, school personnel, businesses, community groups, news media, and the public for purposes of giving and receiving information, rendering service, presenting subject matter, exchanging ideas and information, and mentoring.

Incumbent reports directly to the SWCD Chairperson.

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

Incumbent performs duties primarily in a standard office environment and at site visits/ education events, involving sitting/walking at will, sitting for long periods, pushing/pulling/ lifting/carrying objects weighing under 25 pounds, handling/grasping/fingering objects, keyboarding, bending/reaching, color/depth perception, close/far vision, speaking clearly, hearing sounds/communication, and driving.

Incumbent occasionally works weekends, evenings, and extended hours and travels out of town for meetings/training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Executive Director for the Soil and Water Conservation District 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 and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
Date

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