

SHELBY COUNTY GOVERNMENT

VACANCY NOTICE

***Interested applicants must submit a resume to:**

Human Resources
Attn: Donna Cook
25 W. Polk Street Rm 104
Shelbyville, IN 46176
Email: dcook@co.shelby.in.us

DATE: August 2, 2016

POSITION: District Administrator

DEPARTMENT: Soil and Water Conservation District – 2779 S. 840 W. Manilla, IN

HOURS: 7:00AM – 4:30PM, Monday - Thursday

DUTIES: See attached job description

REQUIREMENTS: See attached job description

SALARY: \$15.227 hourly COMOT 2

BENEFITS: Medical, Dental, Vision, Life, and Perf available after applicable waiting periods per plan documents. Vacation, Sick, Personal, Bereavement, and Paid Holidays per Handbook.

POSITION BEGINS: Tentatively: August 15th, 2016

APPLICATION DEADLINE: Open until filled

'All applicants considered for hire must obtain a criminal history background check. This background check must be completed prior to receiving an offer of employment. If selected for an interview, additional information will be provided at the time of interview.'

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: District Administrator
DEPARTMENT: Soil and Water Conservation District
WORK SCHEDULE: 7:00 a.m. – 4:30 p.m., Monday-Thursday
JOB CATEGORY: COMOT II

DATE WRITTEN: September 2000 **STATUS:** Full-time
DATE REVISED: July, 2016 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Soil and Water District Administrator. Coordinates and conducts activities associated with the SWCD in cooperation with the Indiana Department of Natural Resources (IDNR), National Resource Conservation Service (NRCS), Purdue Extension, and Resource Conservation and Development (RC&D), including promoting and utilizing conservation practices and educating the public.

ESSENTIAL DUTIES:

Makes independent decisions on a daily basis regarding the efficient operation of the agency and allocation of resources.

Administers all funds for the District, including the payment of bills, accept payments, reconcile accounts, and prepare reports on a daily basis.

Writes grant proposals and administers any grant monies awarded to the District as needed.

Compiles monthly data for annual budget and works with Board Members to write annual budget. Prepares various annual documents, such as department budget, plan of work, activity report, election nominations, and financial reports.

Plans, advertises, and evaluates a variety of special events and programs designed to educate and raise awareness among the public. Works with public to gain support, participation, and sponsorship from citizens and businesses in the county for various District functions.

Publishes quarterly newsletter as well as other documents, including writing articles, formatting, designing, completing layout, printing, and distributing.

Acts as press liaison with print, radio, and television.

Works with Board Members and office staff to develop short and long-range goals, and carry out these goals.

Conducts sales of conservation related items and maintain appropriate inventory of items.

Distributes and prepares mail, maintains files, copies, faxes, answers phone, greets office visitors, provides information and assistance, and schedules appointments. Monitors and maintains inventory of office supplies, ordering items as needed. Reports equipment repair needs to Board Members as needed.

Prepares and mails agenda, attends meetings, and prepares and mails minutes of SWCD monthly and annual meetings; prepares correspondence and maintains related files.

Prepare and send tax forms 1099 and 1096 to recipients and annual sales tax form to Department of Revenue.

Manage tracking sheets and various programs i.e. Conservation Reserve Program, Environmental Quality Initiative Program and Conservation Security Program.

Performs other duties as needed.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma required or equivalent. Prefer a two or four year degree.

Receive specialized training such as supervisors training, advanced supervisors and district administrators training, NRCS office management, QuickBooks, Excel, soils workshop, water workshop, educator's workshops.

Ability to evaluate what needs to be done, discover how it should be done, prioritize all elements of the work to be done, and delegate aspects of the projects to others if necessary.

Ability to make decisions regarding district activities that effect employees of related agencies and the citizens of Shelby County with only monthly communication with the Board Members.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of and ability to make practical application of standard principles and practices of bookkeeping, and ability to perform arithmetic calculations, accurately maintain department financial accounts and prepare related reports.

Working knowledge of Standard English grammar, spelling, and punctuation. Ability to prepare correspondence and operate a variety of standard office equipment including computer, printer, telephone, fax machine, typewriter, copier, and calculator.

Working knowledge of federal, state, and local laws applicable to SWCD, standard soil conservation practices, and related agricultural and natural resource agencies.

Ability to work on several tasks at the same time effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with SWCD Board members, related agencies, local school teachers and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to occasionally work extended and/or evening hours and travel for meetings and workshops.

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

RESPONSIBILITY:

Incumbent performs standard duties as well as a wide variety of non-standard duties with priorities determined by seasonal deadlines and service needs of the public. Broad policies and the annual plan of work guide decisions. Errors may result in inconvenience to other agencies or the public and/or work delays in other departments/agencies.

Incumbent must coordinate operations in the SWCD office. This includes analyzing the workload and human resource needs; orienting new employees; planning, delegating, and controlling work assignments and special projects to staff; establishing specific work goals; training, developing, and motivating staff to improve performance; informing supervisors and staff about organization developments that are necessary to be aware of to properly perform their jobs; and communicating and administering personnel programs for my area in accordance with approved policies.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains monthly contact with SWCD Board members and frequent contact with related agencies, local schoolteachers and the public for the purpose of exchanging and explaining information, and coordinating various activities.

Incumbent reports directly to Chairman of Soil and Water Conservation District Board.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment involving sitting for long periods and lifting/carrying objects weighing less than 24 pounds. Incumbent occasionally works extended and/or evening hours and occasionally travels out of town for meetings and workshops.