

**POSITION DESCRIPTION  
COUNTY OF KOSCIUSKO, INDIANA**

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

**DATE WRITTEN:** July 2022

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Kosciusko 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 Soil and Water Conservation District , responsible for providing administrative duties, supervising staff, and assisting the Board as directed.

**DUTIES:**

Supervises and directs assigned personnel, including interviewing, making hiring/termination decisions, planning, delegating, establishing performance goals, training, evaluating performance, providing corrective instruction and maintain discipline. Reviews staff timesheets and prepares time reports.

Coordinates reviews and updates of agency business plans, plan of work and assigned related tasks.

Serves as SWCD liaison to local, state, and federal agencies the public, and media, exchanging information, discussing, and resolving concerns.

Serves as administrator for contract data for federal farm bill, state programs, meeting technical specifications, federal/state deadlines.

Serves as grant writer and administrator. Supervises staff for implementation. Tracks progress on grant projects ensuring tasks are completed and documented, and reports are submitted in timely manner. Prepares financial reports for grants, contracts, and agreements.

Provides program assistance and information as needed to county, state, and federal partners for collaborative projects.

Administers annual state Clean Water Indiana (CWI) grant for district operations, as well as CWI training support program for SWCD supervisor training.

Maintains Share Point entries documenting program assistance for state analysis and other required district information, ensuring they are current and accurate.

Completes and submits forms required by Indiana district law for state analysis including but not limited to, supervisor election and appointment forms, delegate forms, and annual meeting forms.

Serves as Department Chief Financial/Fiscal Officer.

Performs department bookkeeping and computerized accounting operations, including entering information in ledgers, preparing bank deposits, writing receipts, and paying claims.

Monitors department investments, certificates of deposits, savings plan, and checking account. Prepares year-end reconciliation of bank statements and financial reports for Indiana State Board of Accounts and SWCD board meetings.

Prepares quarterly tax reports for supervisors and monthly sales tax reports.

Prepares claims and journal entries and reconciles general ledger, distributes reconciled revenue and expenditure reports to SWCD Board of Supervisors and staff.

Makes transfers, journal funding transfers, and reconciles monthly bank statements.

Calculates and prepares reimbursements. Tracks receivables and reconciles monthly accounts receivable.

Oversees the use of district credit card.

Develops budgets for operating, special emphasis projects, and grants.

Applies for various ID numbers and licenses, including but not limited to, DUNS, SAM, State Vendors.

Coordinates the preparation of the annual county budget for SWCD.

Coordinates and files staff bonding certificates.

Coordinates marketing strategies with staff, including but not limited to updates on social media, marketing venues, news media, SWCD website, and Facebook.

Represents the SWCD with the State Board of Accounts, overseeing preparation of audit reports for internal and external audits for the State of Indiana and SWCD.

Coordinates and preparation of W-2 tax forms for supervisor per diem and 1099's for cost-share program participants, files 1096 forms with Internal Revenue Service.

Coordinates purchases of office supplies as needed and approved by the board.

Coordinates and tracks corporate and affiliate memberships, tickets, letters for District Membership Drive, and entering data, writing receipts, tracking payments, and creating display advertisement for newsletter.

Organizes monthly SWCD board meetings, including preparing meeting agendas, financial reports, and minutes. Records minutes during SWCD board meetings. Distributes minutes to supervisors, staff, and various agencies.

Coordinates annual meeting, including preparing tickets, legal ads, seek venue, scheduling speakers, preparing promotional pieces, annual minutes, and financial report.

Coordinates election and appointment of supervisors, completes forms, and enters updates.

Coordinates annual SWCD Tree Sale Program, including applying for a nursery license, contacting tree nurseries, and ordering trees, designing, printing, distributing flyers, ordering forms, advertising tree sale in newspaper, monitoring inventory, entering data as orders are received, preparing building/grounds for sale, ordering packaging materials, and supplies.

Writes articles for news columns, newsletters, annual report, and maintaining archive of news articles.

Assists with planning field days, tours, and education programs.

Cross trains with other staff members to cover district responsibilities and workload.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate degree in business, agriculture, natural resource management or closely related field, or equivalent combination of education and previous related experience is required.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Ability to pass federal USDA background check to receive authorities, access to federal computers, USDA programs, and communications.

Ability to attain E Authorization certification from USDA to assist with USDA programs.

Ability to pass state training certification and follow state protocols for workplace harassment.

Ability to pass federal training certification and follow federal protocols for protection of federal program information.

Ability to pass annual federal computer security certification.

Working knowledge or and ability to make practical application of agriculture, natural resources, and local, state, and federal conservation laws and guidelines.

Working knowledge of standard principles of accounting and ability to prepare and administer department budget and make arithmetic calculations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare detailed reports within established deadlines.  
Knowledge of fund or governmental accounting practices and principles, applicable laws, coeds, and regulations.

Knowledge of public agency budgeting practices/procedures and ability to perform professional accurate accounting work, including audits, analyzing, verifying records, reports, preparing financial and reconciliation reports.

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

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files, and records.

Ability to supervise and direct assigned personnel, including interviewing, making hiring/termination decisions, planning, delegating, establishing performance goals, training, evaluating performance, providing corrective instruction and maintain discipline. Reviews staff timesheets and prepares time reports.

Ability to adhere to personal information policies when handling personal and financial information for federal, state, and local programs.

Ability to adhering to, updating, and administering the Internal Control policy for SWCD protections.

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 competently serve the public with diplomacy and respect.

Ability to effectively communicate orally and in writing with co-workers, other County departments, SWCD Board of Supervisors, State Board of Accounts, state/federal agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate a variety of standard office equipment, including but not limited to computer, printer, typewriter, postage meter, calculator, copier, fax machine, and telephone.

Ability to be self-motivated and adapt successfully to multiple tasks that occur in a rapidly changing environment.

Ability to make sound, independent judgments within established policies and procedures.

Ability to organize own work, setting priorities and meeting critical deadlines.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

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

Ability to plan and present public speaking presentations, fund raisers, and special events.

Ability to work alone with minimum supervision and with others in a team environment.

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

Ability to observe similarities and differences in data, compile, analyze, and evaluate data, and make determinations based on data analyses.

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

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

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

Incumbent performs duties that are substantial intricacy involving many variables and considerations. Incumbent exercises independent judgment in interpreting and applying state statute, administrative rules, guidelines, and procedures.

**III. RESPONSIBILITY:**

Incumbent makes a major contribution to the overall operations of the department, performing duties according to established legal guidelines, goals and objectives. Incumbent is responsible for administrative duties, financials, budgets, supervising staff, and assisting the Board as directed.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, SWCD Board of Supervisors, State Board of Accounts, state/federal agencies, and the public for the purpose of exchanging information and establishing cooperative working relationships.

Incumbent reports directly to Board of Supervisors.

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

Incumbent performs majority of duties in a standard office environment and outdoors, including sitting/walking at will, sitting/standing/walking for long periods of time, walking on uneven terrain, working in wet/icy/hot/cold conditions, lifting objects weighing under 50 pounds, close/far vision, depth/color perception, driving, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent drives to various sites to attend meetings and perform inspections. Incumbent works with or is exposed to irate/hostile individuals.

Incumbent occasionally work extended evening and/or weekend hours and occasionally travel out of town for meetings and training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Executive Director for 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 as outlined?

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

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

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