

Medina County Soil and Water Conservation District
6090 Wedgewood Rd., Medina, Ohio 44256
330-722-9316

Vacancy Announcement – District Manager

Position and Employment Status: The District Manager position is a full time position employed by the Board of Supervisors and under the general supervision of the Board. A six month probationary period will occur.

Qualifications: A minimum of two year or more appropriate college degree with some level of experiences very helpful. Written and oral communication skills required.

Hours of work: Hours of work are 8:00 a.m. to 4:30 pm Monday through Friday (1/2 hour for lunch)

Duties and Responsibilities: Manage and supervise five employees. Implement operational and employment policies and plan of work adopted by the Board of Supervisors. Oversee the financial position of the District. Represent the Board's interest with public officials and provide conservation leadership within Medina County. Exhibit good working relations with the public, agencies and co-workers. Possess working knowledge of the Federal Phase II storm water NPDES program. Possess working knowledge of farm operations and the conservation practice needs of agriculture. Conduct weekly staff meeting. Establish monthly Board meeting agenda. Ability to provide budgetary information as required. Stays abreast of local, state, federal legislative conservation issues. Provide county commissioners with monthly updates.

Essential Functions: Microsoft Office programs, District management system software, valid drivers' license, ensure contract and regulatory obligations are achieved, willingness to learn technical components of common conservation practices, insurable to operate District owned vehicles, ability to lift 50 pounds, ability to traverse properties on site.

Other Helpful or Beneficial Areas: Previous soil and water conservation experiences, previous management experience, ability to attend area and statewide organizational functions.

Salary and Benefits: Salary range from \$23 to \$27 per hour with employee experience and available funding. Employee will be part of the Ohio Public Employee Retirement System. Employee will have access to the counties health insurance benefits. Accrual of vacation, sick, compensatory leave and 10 paid holidays.

Equal Employment Opportunity: All programs and services provided by the Medina SWCD are available to everyone without regard to race, color, sex, religion, national origin, age, handicap or marital status.

Application Information: Please provide a current resume, cover letter and three references to Celia Kruggel, Chairman, Medina SWCD, 6090 Wedgewood Road, Medina, Ohio 44256 by 4:00 pm., Friday, April 6.