

Medina County Soil and Water Conservation District
6090 Wedgewood Rd. Medina, Ohio 44256
330 722-9322

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 College degree or equivalent work experience. Articulate and professional written and verbal communication skills required.

Hours of work:

Hours of work are 8:00 to 4:30 Monday through Friday (1/2 hour for lunch) some evenings and weekends required.

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 with Medina County. Exhibit good working relations with the public, agencies and co-workers. Possess working knowledge of the Phase II storm water NPDES program. Possess working knowledge of farm operations and conservation practices. Establish monthly Board meeting agenda. Ability to provide budgetary information as required. Stays abreast of local, state and federal legislative conservation issues. Provide county commissioners quarterly updates. Ability to develop and maintain annual and long range plans.

Essential Functions:

Microsoft Office Programs, District Management system software, valid driver's license, ensure contract and regulatory obligations are achieved, willingness to learn technical components of common conservation practices, insurable to operate District owned vehicles, have a working knowledge of local land use regulations.

Other Helpful or Beneficial Areas:

Previous soil and water conservation experiences, previous management experience, ability to attend area and statewide functions. Must enjoy working with the public and local government officials.

Salary and Benefits:

Salary range will commensurate with experience and available funding. Employee will be part of the Ohio Public Employee Retirement System. Employee will have access to counties health insurance benefits. Accrual of vacation, sick, compensatory leave and 11 paid holidays.

Equal Employment Opportunity:

All programs and services provided by the Medina County SWCD are available to everyone without regard to race, color, gender, sexual identity, sexual orientation, religion, national origin, age, disabilities or marital status.

Application Information:

Please provide a current resume, cover letter and three references to Zach Albrecht, Chairman, Medina SWCD. 6090 Wedgewood Road Medina, Ohio 44256 by 4:00 pm Thursday November 4, 2021 or email to jdieter@medinaco.org