

Classification Title: Conservation District Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION: Manage operations, program development and administration of the Wake Soil and Water Conservation District.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Identify natural resource management needs in the County and address them through existing programs or development of new programs. Programs are technical, informational and educational.
2	S	Manage District office through supervision of SWCD staff and review of work; budget and financial management; long-range and strategic planning; marketing and outreach through presentations, reports, web and printed communications; oversight of the District’s participation in local, state, federal and private programs for conservation establishment on public and private lands; assessment of natural resource concerns.
3	S	Provide external public relations by collaborating with Natural Resources Conservation Service to deliver technical conservation services; represent Board and office at various committee and policy development sessions; serve as spokesperson and provide technical input on natural resource protection and watershed management in Wake County.
4	S	Seek funding sources and partnerships to provide sustainability for District operations and projects. Write grants, follow county guidelines for budget allocations, network with partnering agencies for donated resources.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Natural Resources, Environmental Management or related field.
Experience	Five years of experience in Natural Resource Management. Experience with public, private or non-profit boards required.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	
Reading	Advanced
Math	Advanced
Writing	Intermediate
Managerial	Receives Broad Direction.
Budget Responsibility	Has responsibility for the final approval of at least one departmental budget and presents the budget(s) to County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse

X Outdoors	Other
District tours, quality reviews with NRCs, field visits, spot checks.	

PROTECTIVE EQUIPMENT REQUIRED:

None.