

**The Hocking Soil and Water Conservation District is accepting applications  
for a full-time District Manager.**

**Hocking Soil & Water Conservation District**  
148 North Homer Avenue, Logan, Ohio 43138, 740-385-3016  
Office hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

**Applications**

**Applications available at [www.hockingswcd.com](http://www.hockingswcd.com) or Hocking SWCD office**

Applications and resumes are **due by June 3, 2024.**

Send cover letter, application and resume to:

**Hocking SWCD**

**Attn: Michelle Stufflebeam, District Manager**

**148 North Homer Avenue, Logan, OH. 43138**

**Or email: [hswcddpa1@gmail.com](mailto:hswcddpa1@gmail.com)**

**Start Date for this position is September 23, 2024.**

**Job Title:**

District Manager

**Pay:**

- Starting Salary Range: \$ 39,500.00 – 41,600.00 a year

**Job type:**

- 40 hours/week Monday to Friday 8:00 a.m. – 4:30 p.m.
- Weekends and evenings as needed.

**Location:**

Hocking Soil & Water Conservation District  
148 North Homer Avenue, Logan, Ohio 43138

**Employment Status:**

- The candidate must have a valid driver's license.
- The candidate must pass a background check
- Subject to a 120 day introductory period
- Must be able to work in office environment
- Must be able to work in outside settings for district offerings

**Benefits:**

- Medicare and Ohio Public Employee Retirement System (OPERS).
- Deferred Compensation – Investment plan
- Health Insurance
- Vacation Leave
- Sick Leave

- Compensatory Time
- Flex Time
- 11 Paid Holidays
- Professional Development

**Minimum Qualifications:**

- High School Diploma; College Degree Preferred
- Valid Driver's License
- Knowledge of Accounting and/or financial practices
- Minimum of 3 years of work-related experience
- Minimum of 1 year supervisory or managerial experience
- Technological skillset: Office software/equipment, social media, smart phones
- Customer Service experience
- Effective communication skills
- Analytical and problem-solving skills
- Preferred knowledge in grant writing

**Job Overview:**

Hocking Soil and Water Conservation District (HSWCD) is in search of a District Manager. Our mission statement is to provide leadership and support to Hocking County residents, landowners and other partners through grass root programs that promote natural resources and stewardship of our soil, water, forests and wildlife. The district directly interfaces with stakeholders, government officials, local and regional associations and organizations supporting Agriculture, Resource Conservation, Water Quality and Wildlife Conservation. In addition, the district provides educational programs for local schools and public offerings in support of our natural resources.

**Primary Job function:**

The District Manager is employed by Hocking Soil and Water Conservation District and is under the direct supervision of the District Board of Supervisors.

The main role of the District Manager is to manage the goals and objectives set by the Board of Supervisors by allocating employee resources, delegating responsibilities, and setting realistic timelines and standards for completion.

The secondary role of the District Manager is to work closely with the Board of Supervisors in conducting meetings and prepare documentation in support of policies, procedures and the Ohio Ethics Laws.

**Primary Accountabilities:**

- Maintain district financial software UAN (Uniform Accounting System) for Special Funds, District Funds and any other funds held.
- Performs accounting practices in support of the operation and HSWCD documented policy & procedures.
- Prepares district bi-weekly payroll in accordance with HSWCD reporting system and documented policy & procedures.

- Manages and maintains records, data entry related to timekeeping, payroll, compliance documentation and reporting in accordance with HSWCD reporting system and documented policy & procedures.
- Ability to proficiently use technological devices such as computers, smart phones, and software applications, such as Microsoft products to effectively report and communicate operations.
- Develop and provide leadership that advocates a team environment between staff, Board of Supervisors, and partners.
- Ability to balance priorities among multiple projects, and effectively communicate and collaborate with others.
- Coordinate schedules, workloads, flex, and vacation time of district employees to achieve district objectives.
- Support and/or participate with workshops, training sessions and other educational programs that are promoted by the HSWCD.
- Provide leadership in the development of the district newsletters, social media communications and providing informational material for public consumption.
- Manages annual fund-raising activities in accordance with HSWCD policies and procedures.
- Complies with all laws, HSWCD policies and procedures, and safety regulations.
- This position involves occasional travel throughout Ohio and Hocking County. Must be able to occasionally drive a HSWCD vehicle, work evenings and weekends as needed, and meet attendance standards.
- The position interacts with a variety of internal and external organizations and requires good communication skills and problem-solving skills. Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general practices of the policy and procedures outline for the district.
- Works closely with the Board of Supervisors to develop and carry out the Annual Plan of Work and the Long-Range Strategic Plan.
- Organize, prepare district board meetings agendas, attend, and record minutes of all regular and special board meetings.
- Working closely with the Board of Supervisors following HSWCD policy and procedures for the record retention schedule.
- Working closely with the Board of Supervisors following HSWCD policy and procedures for program internal reviews and state audits.
- Follows the HSWCD standard operating procedures for handling agricultural and silvacultural pollution complaints.
- Assist in conducting the Supervisor elections per HSWCD standard operating procedures.
- Fulfill other duties and responsibilities as directed by the Board of Supervisors.

### **Equal Employment Opportunity:**

Hocking SWCD is an equal opportunity employer and provider. All SWCD programs and services are offered on a nondiscriminatory basis without regard to race, color, religion, sex, national origin, military status, family status, disability, age, genetic information, political beliefs, or sexual orientation.

Hocking SWCD is a Drug free workplace.

**HOCKING SOIL & WATER CONSERVATION DISTRICT**

**148 North Homer Street, Logan, OH 43138**

Telephone: 740-385-3016

Email: hswcddpal@gmail.com

**APPLICATION FOR EMPLOYMENT**

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street Address Telephone home & business

\_\_\_\_\_ City State Zip Code County

Person to notify in case of emergency \_\_\_\_\_

\_\_\_\_\_ Address Telephone Number

Military Service \_\_\_\_\_ Mo./Yr. \_\_\_\_\_ Mo./Yr.  
Branch Rank/Rate From To

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**EDUCATION:**

High School Attended (name & address) \_\_\_\_\_

Years attended: \_\_\_\_\_

College Attended (name & address) \_\_\_\_\_

Years attended: \_\_\_\_\_ Graduate/Degree \_\_\_\_\_

Other (specify) \_\_\_\_\_

Attach additional sheets if necessary.

Specify how you meet the minimum qualifications for this position \_\_\_\_\_

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How were you referred to the Hocking Soil & Water Conservation District? \_\_\_\_\_

## WORK HISTORY

Be specific and complete in listing the duties performed for each employer. Attach additional pages if necessary.

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List Most Recent Job First

Employer (name & address): \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Title and Duties Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment from \_\_\_\_\_ to \_\_\_\_\_

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Employer (name & address): \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Title and Duties Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment from \_\_\_\_\_ to \_\_\_\_\_

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Employer (name & address): \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Title and Duties Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment from \_\_\_\_\_ to \_\_\_\_\_

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**REFERENCE:**

List name, address & phone number for three references and years known (No Relatives):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**On an additional blank sheet, provide one hand written paragraph explaining why you would like to work for Hocking Soil & Water Conservation District.**

**I authorize the Hocking Soil and Water Conservation District to investigate of all statements contained in the application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I certify that all statements made within this document are true to the best of my knowledge.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_