

POSITION DESCRIPTION
COUNTY OF GREENE, INDIANA

POSITION: District Coordinator/Educator
DEPARTMENT: Soil and Water Conservation District (SWCD)
WORK SCHEDULE: 8:00 AM – 4:00 PM, M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: June 2011

STATUS: Full-time

DATE REVISED: September 2020

FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Greene County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodations to complete the application process or perform essential functions of the job unless the accommodations would cause an undue hardship.

The incumbent provides clerical, administrative, and educational support to the Greene County Soil and Water Conservation District Supervisors in carrying out the District's program, in conformance with the purpose of the District as defined in the Indiana District Law (IC 14-32). This professional position requires experience in bookkeeping, administration, communications, and grant financial management. The incumbent may also be asked to provide some assistance for agricultural programs when assisting SWCD partner agencies or other conservation agencies.

DUTIES:

Performs various secretarial functions, such as typing, filing, answering the phone, receptionist, ordering supplies as needed, distributing incoming mail, preparing outgoing mail, and writing and distributing communication materials, including newsletters and media releases.

Serves as recording secretary for SWCD Board meeting, including posting time and location and coordinating meetings, preparing agendas, reminding members of meetings, and attending all board meetings.

Serves as Assistant Fiscal Officer for the SWCD, including preparing and mailing bills and claims, receiving and posting funds, posting receipts and disbursements, making bank deposits, reconciling ledgers with bank statements, and preparing and submitting monthly and annual financial reports as required by the State Board of Accounts. Prepares annual budget for Board approval and assists committee with audits.

Maintains property records; maintains sales tax journal; and prepares and submits annual tax reports and sales tax payments as required.

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Plans and coordinates Annual Meeting including, but not limited to, working with guest speakers and caterers, preparing the annual reports, and providing information to the ISDA per Annual reporting requirements.

Assists SWCD Supervisors with recruitment of Associates and/or Supervisors to ensure the efficacy of SWCD programs.

Coordinates soil and water resource based educational programs for both adult and youth. Youth impetus occurs via coordination with schools, news media, various organizations such as FFA and individuals for events (i.e. 4-H Fair, Ag Day, field days, tours, outdoor classrooms, teacher meetings) and provides educational and program information and materials, such as posters, flyers, and displays. Adult education programs are performed in cooperation with Purdue University Cooperative Extension Service and through civic and other organizational structures.

Assesses and prioritizes needs of the District with the SWCD supervisors. Ultimately, incumbent seeks, obtains, and administers grants in order to accomplish addressed needs.

Provides positive public relations for agriculture sector and the environmental community. Works professionally and courteously with the other conservation agency staff in the office to represent the SWCD supervisors. Works with the County Commissioners, the County Council, and various other boards in the community.

Provides oversight of summer interns and/or AARP interns, unofficial oversight of Watershed Coordinator.

Works with Conservation agencies and interested partners.

Provides partner support to NRCS per annual agreement for use of office space.

Coordinates SWCD equipment rental program: including preparing forms, agreements, scheduling equipment rental, receipt/deposit of rental payments, reporting any issues to the Board.

Coordinates Plat Book development, printing, sales to public.

Assists with Rule 5 erosion control program.

Researches availability of grants, summarizing and analyzing for SWCD Board, and assisting in preparing grant applications as directed for SWCD and other related agencies.

Assists in compiling reports and work plans such as SWCD Annual Report and Annual Plan of Work.

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Maintains current knowledge of applicable legislation governing SWCD activities, and related programs, goals, policies, and procedures.

Attends training sessions, meetings, and conferences as approved and directed by the five governing SWCD Supervisors. This may require travel and overnight stays.

Performs additional duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

A college degree or equivalent experience in natural resource education, natural resources environmental science, or other agriculture/natural resource related field is preferred. Training or experience in soil, water resource, accounting and public relations preferred.

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

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations, accurately record receipts and disbursements, balance fund accounts, and prepare various financial reports as required or assigned.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment and programs, including Microsoft Office, computer, printer, telephone, fax machine, copier, and calculator.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to compose and prepare correspondence, media releases, grant applications and reports.

Working knowledge of basic conservation practices, and functions and programs of the Soil and Water Conservation District and related agencies.

Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Effective communicator while serving as receptionist and being available to answer the phone.

Ability to communicate effectively both orally and in writing with co-workers, SWCD supervisors, related agency and school personnel, agribusinesses, community groups, news media and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability occasionally to work extended and/or weekend hours and occasionally travel out of county for training/meetings, sometimes overnight, with appropriate reimbursement.

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

II. RESPONSIBILITY:

Incumbent performs a variety of bookkeeping, clerical, and supervisory duties with priorities determined by the Supervisors. Work is reviewed upon completion of specific duties for adherence to instructions and guidelines. Errors in incumbent's work may be prevented or detected through supervisory review. Undetected errors may result in loss of time for corrections and/or inconvenience to other agencies or the public.

Although the incumbent must work with indirect supervision, this position is under the direct supervision of the Greene County Soil and Water Conservation District Supervisors. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions and termination are the responsibility of the Greene County Soil and Water Conservation District Supervisors. The Supervisors will determine the incumbent's work schedule. Paid holidays, vacation leave, sick leave, leaves of absence and employee conduct will follow the Greene County Personnel Policies Handbook. Incumbent is considered an employee of the county and is entitled to the same benefits and considerations as other county employees.

The incumbent will be subject to a 180-day probationary employment period. Upon successful completion of probationary employment, the Supervisors will provide incumbent with a performance appraisal and then will provide performance appraisals at least annually thereafter. Performance shall be measured against duties set forth in this job description and the way they are performed (*quantity and quality of work*). The Supervisors have final authority on decisions relative to performance appraisals and personnel actions. The Greene County Soil and Water Conservation District Supervisors have the right to review and update the job description with input from the incumbent at any time they deem necessary.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with office co-workers representing other agencies, SWCD supervisors, related agency personnel, news media, community groups, teachers/educators, agribusinesses, and the general public for the purpose of exchanging and explaining information and coordinating programs, meetings or activities. Incumbent enables the District office to be recognized as an information clearinghouse.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects, keyboarding, hearing communication and speaking clearly. Incumbent occasionally works in the field as needed in extreme hot and/or cold temperatures and walks on uneven terrain. Incumbent may travel for training as deemed necessary. Incumbent occasionally may be asked to work extended, weekend, or evening hours and occasionally travels out of town, sometimes overnight.

Employee Acknowledgment

The job description for the position of the District Coordinator/Educator for the Greene County 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 and requirements as outlined?

Yes _____No_____

Employee's Signature_____

Employee's Printed Name_____

Date_____

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