The Monroe County Human Resources Office is now accepting applications for the following position:

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19 CONSERVATION DISTRICT MANAGER – CONSERVATION DISTRICT

$89,772.80-$98,758.40/yearly | Full-Time (40 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (http://epatch.state.pa.us), to be obtained at the candidate's expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 11/03/2026 **REMOVE:** OPEN UNTIL FILLED

Class Code 6101R

Mot on # 2016-82 5/4/16

MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **MANAGER, CONSERVATION DISTRICT**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial functions associated with overall administration, planning and supervision of Conservation District programs, operations, and activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversees planning and implementation of Conservation District programs and operations, including environmental education programs, technical section, district administration, facilities maintenance, and fiscal management.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments and approves work schedules; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Develops, approves, and conducts staff training activities; develops/implements technical training for scientists, consultants, and engineers.

Coordinates meetings of the District Board of Directors and its subcommittees; plans/sets agendas.

Develops and implements long and short term goals and objectives for the district; coordinates long term planning for capital improvements.

Consults with District Board of Directors and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Develops and implements annual budget; monitors/approves expenditures; develops fee schedules for district services; coordinates fundraising activities; secures, writes, and administers grants.

Oversees compliance, administration and implementation of Department of Environmental Protection delegated authorities.

Reviews and comments on erosion and soil control plans; designs erosion and sediment pollution control plans and stream restoration plans.

Provides technical information and assistance on resource management and related regulatory matters; serves as technical advisor to Agricultural Land Preservation Board.

Coordinates maintenance and inspection of county flood control dams.

Serves as water resources coordinator for emergency management; inspects dams for potential failure during significant storm events.

Work with agencies and groups to provide sustainable use of natural resources (Natural Resources Conservation Service, Farm Service Agency, Penn State Extension, IPA, US Department of Interior, PA DEP, State Conservation Commission, PADCNR, County Planning, Water Resources, Health Department, Agricultural Land Preservation, Parks and Recreation, local municipal governments, watershed organizations, etc).

Coordinates the Stormwater Management Education Program in Monroe County and provide technical assistance to resolve problems.

Communicates with board members, county commissioners, county officials, employees, volunteers, interns, inmates, other departments, conservationists, government agencies, complainants, property owners, developers, engineers, surveyors, consultants, attorneys, realtors, appraisers, vendors, contractors, school officials, students, community organizations, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Develops and advertises requests for proposal; reviews bids.

Oversees administration of the district's environmental education program; develops/implements educational programs; participates in curriculum development.

Serves as director of the county's conservation camp; oversees planning, staffing, programming, finances, and fundraising activities.

Edits/approves newsletters for publication; writes newsletter articles.

Prepares, completes and reviews various forms, reports, correspondence, logs, requisitions, disbursements, mileage reimbursements, schedules, time sheets, performance appraisals, purchase orders, fee schedules, billing statements, grant applications, budgets, budget allocation requests, statistical analyses, technical studies, environmental impact studies, site inspection reports, dam inspection reports, plan review letters, permit applications, requests for proposal, letters of agreement, legislation, ordinances, policies, objectives, program curriculum, incident/accident reports, news articles, or other documents.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, e-mail, or other software programs.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, camera, video camera, planimeter, tape measure, soil auger, office equipment, drafting instruments, chain saw, lawn mower, weedeater, shovel, rake, carpentry tools, and power tools.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Provides education and information to the community; prepares/distributes educational materials; gives speeches and presentations; conducts media interviews.

Attends meetings; serves on boards and committees as needed; makes speeches or presentations.

Performs various general/manual tasks associated with department activities, which may include feeding birds, unloading/moving bird seed, shoveling/plowing snow, moving grass, operating equipment, maintaining vehicles, cleaning building facilities, and performing basic building maintenance.

Assists with book store sales; receives/processes payments for program fees, gift shop sales, or other department revenues; records payments and issues receipts; forwards revenues as appropriate.

Copies and distributes forms, reports, correspondence, and other related materials.

Provides assistance or coverage to other employees as needed.

Evaluates Porgress and accomplishments to ensure that the District's obligations are met.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Develops, updates, and implements policies and procedures.

Provide technical and design assistance for more complex farm operations and erosion and sediment control problems.

Prepare grant applications, funding requests, budgets, reimbursement requests and program reports.

Develops and presents testimony on proposed legislation and regulations; writes natural resource protection ordinances for local governments.

Acts as study administrator/principal investigator on district resource management studies/projects; secures funding.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Science, Environmental Resource Planning, Geology, Soil Science, Hydrology, Public Administration or closely related field; supplemented by five (5) years previous experience and/or training that may include environmental regulatory enforcement, construction public service or administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job. Must possess and maintain a valid Pennsylvania driver's license.

Familiar with grant program guidelines and management principles.

General understanding of Human Resource Guidelines.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

PREFERRED SKILLS, KNOWLEDGE & EXPERIENCE

Bachelor's degree in Environmental Resource Planning or related field.

Working knowledge of the Pennsylvania Environmental Rules and Regulations.

Working knowledge of a specific technical discipline such as agricultural, urban erosion and sediment.

Working knowledge of a specific technical discipline such as agricultural, urban erosion and sediment control, stormwater management, watershed planning, etc.

Sound management skills with thorough knowledge of the principles and practices of public administration.

Excellent strategic planning skills.

Strong project management skills.

Ability to handle multiple tasks simultaneously

Ability to speak in public.

Exhibits objectivity and openness to others' views

Ability to work on conceptual design and policy development on a team.
Familiar with workings of local government.

Strong motivational and mediation skills.

Experience working with volunteers.

Strong work ethic.

Ability to make firm, unbiased decisions.

Demonstrates integrity and honesty.

Ability to work effectively with people from diverse backgrounds.

Ability to handle and resolve recurring problems.

Knowledge of County of Monroe policies and procedures.

Business administration management

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, toxic agents, violence, disease, pathogenic substances, or dams/flooding.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.