



Somerset County Soil and Water Conservation District

Job Description for: Executive Director

The Executive Director supports the goals of the Somerset County Soil and Water Conservation District, as directed by the Board of Supervisors, by coordinating outreach efforts, programs, workshops, and projects and by serving as a liaison for the agency to the public and private sector.

About the Somerset County Soil & Water Conservation District

The Somerset County Soil & Water Conservation District was established in 1947. The District currently has three staff members, Executive Director, Technical Director, and Outreach Coordinator which are overseen by a volunteer Board of Supervisors.

Education and outreach are at the core of the District's mission. Through these avenues the District provides farmers, woodland owners, and residents with information and techniques that protect the soil, water, and natural resources of Somerset County. Currently the District provides a host of educational workshops, technical trainings and outreach events that cover topics ranging from forestry management, pollinator habitat planning, wildlife habitat, soil health, and invasive plant/forest pest species. Most events have partners that range from state agencies, federal agencies, NGO's, Maine Association of Conservation Districts (MACD) and other districts.

Many forestry and wildlife focused workshops occur at the District's Yankee Woodlot Demonstration Forest located in Skowhegan.

The District's Office is located within the United State Department of Agriculture (USDA) Skowhegan Service Center at 70 East Madison Avenue in Skowhegan. To learn more about the District visit its website: www.somersetswcd.org.

Position specifics:

The executive director position is an hourly position at 20 hours/week (1000 hours/year) with opportunities to expand the role. *Hourly pay to be negotiated with successful applicant.*

Flexible work schedule.

Work in the office, from home, and field settings.

Some evening and weekend hours are required, as well as occasional overnight travel for meetings.

Position supervised by the District's Board of Supervisors.



The responsibilities of this position include:

- Provide natural resources outreach and assistance to the public in person, on internet, and on phone. Provide technical assistance for general conservation issues and/or arrange for additional expertise as needed.
- Coordinate District growth and development. Seek partnerships and opportunities to further the district mission and objectives.
- Coordinate and manage budgetary and technical activities with USDA – Natural Resources Conservation Service (USDA-NRCS). This includes working with District, MACD and NRCS local and state staff for creation and execution of District Contribution and Cooperative Agreements with USDA-NRCS.
- Coordinate media and public marketing with Board and staff.
- Maintain a working relationship with District “partners”, including conservation and natural resource groups, state and local agencies, individual landowners, funding organizations, County and municipal managers, etc.
- Attend and represent District at various regional and State events/meetings. Represent SCSWCD at MACD meetings and functions. Provide assistance with Regional/State Envirothon competitions.
- Pursue technical training as needed to augment and keep current in technical, financial and management skills.
- Opportunity to create and manage new District natural resource outreach or educational programs, depending on individual’s expertise and skill sets.
- Manage all aspects of the District’s financial accounts and responsibilities, including assistance with creation and oversight of program-specific budgets. Manage payroll. Maintain records of all District activities and projects.
- Administer the Yankee Woodlot Demonstration Forest located in Skowhegan through implementation of the current management plan which includes outreach events, recreational trails, and collaborate with partners in workshop and outreach development.



- Develop monthly Board Meeting Agendas with staff and Board, facilitate Board Meetings and record minutes. Maintain open communication and keep board apprised of issues of concern, as needed, between meetings.
- Coordinate with District personnel. Review and assist with Technical Director events, articles, proposals etc., as requested. Supervise Education and Outreach Coordinator. Oversee personnel policy and procedures. Manage paperwork and reporting required for personnel management. Coordinate and manage hiring process for staff.
- Maintain records and information storage for District, both digital and hard copy.
- Provide the Board of Supervisors with training opportunities, as available. Provide Board with information and recommendations regarding oversight of personnel, policy, and procedures.
- Prepare and present budget request and report activities to Somerset County Commissioners

Qualifications:

The requirements listed below are representative of the knowledge, skills and/or abilities of a successful candidate.

1. Bachelor's degree or equivalent experience in Natural Resources Science or related field. Additional academic work and/or experience beneficial. Experience may be substituted for academic credentials. General knowledge of natural resources and conservation issues consistent with District philosophy.
2. Demonstrated ability and experience working with an organization in a leadership role.
3. Demonstrated ability to design, develop, fund-raise, and operate new projects and programs. This includes management, reporting and oversight of such projects.
4. Demonstrated leadership and initiative in natural resource management and enhancement.
5. Experience and knowledge of non-profit management and administration.
6. Demonstrated ability to establish connections and partner with conservation and natural resource groups, state and local agencies, individual landowners etc.



7. Ability to manage multiple tasks and projects effectively.
8. Ability to work independently as well as in a team setting. Ability and desire to work collaboratively with Board members, other District staff and partners.
9. Excellent organizational, scheduling, and planning skills.
10. Proven professional writing and oral communication skills.
11. Competency with Microsoft Office Suite. Ability to use/learn QuickBooks accounting software.
12. Ability to become authorized as a “secure staff member” in order to work in the USDA office and have access to USDA information including the USDA computer network system. This requires a federal background check to be conducted on the successful candidate.
13. Reliable transportation for travel both locally and throughout the State.
14. Ability to follow USDA procedures and policies to carry out partner responsibilities and commitments.