



PENNSYLVANIA CONSERVATION DISTRICT DIRECTOR

POSITION DESCRIPTION

POSITION OVERVIEW

A member of the Board of Directors of a County Conservation District has the responsibility for assuring that conservation district policies and practices enhance the natural resources in his/her county. This requires the identification of local natural resource needs and issues, development of management strategies, development and setting of local policy, and coordination of local, state and federal resources.

The position requires an individual be: familiar with the district's resources; generally acquainted with the people and resource conservation problems of the district; and sufficiently concerned to search for and provide solutions to these problems assuring that conservation district policies and practices enhance the natural resources in his/her county.

POSITION RESPONSIBILITIES

Specific director responsibilities include but are not limited to:

1. Be familiar with the Conservation District Law, Act 217 as amended. Know the powers, authorities, responsibilities, and limitations placed upon you by the law.
2. Attend all regular and special meetings of the district board.
3. Accept the responsibilities of any office to which you are appointed within the district board. You should serve on committees and present reports on their accomplishments and activities.
4. Accept the responsibility for assuring that the actions and policies of the district and its employees remain within the limitations of the Conservation District Law.
5. Set local policy to reflect balanced need of the community you represent.
6. Act as the conservation district representative in communicating district action, policy, etc., to your local community.
7. Develop, set, and implement personnel policies and accept responsibility for the hiring and supervision of district staff.
8. Help to enroll landowners as cooperators with the district.
9. Attend state and national conservation district meetings and other meetings on behalf of the district to stay current with conservation issues and programs. When attending meetings on behalf of the district, make an effort to represent the feeling of the board of directors as a whole, not just your personal feelings.
10. Pursue every avenue for additional funding to support district programs and initiatives.
11. Stay informed on conservation issues in your county and be familiar with all laws, policies, and programs important to your district.

12. Develop a working relationship with county government officials, state and national legislators, agency officials, local municipal and county officials, and representatives of organizations that do, or could, cooperate with the conservation district.
13. Develop an annual budget, act as a trustee of the organization's assets, and exercise due diligence to ensure that the conservation district is adequately financed and well-managed.
14. Develop and implement proper financial controls to protect assets, ensure proper financial oversight, and maintain financial accountability of the conservation district.
15. Be thoroughly familiar with district programs and activities.
16. Be positive, innovative, and action-oriented.

POSITION REQUIREMENTS

Candidates for the position must be nominated by a representative countywide nominating organization approved by the State Conservation Commission, and selected and appointed by the county governing body. Individuals should be familiar with natural resource issues, policies, needs, and programs relative to the local area. Individuals must meet the occupational requirements for the director position being filled (i.e. farmer director/public director). Individuals must be capable of attending regular and special meetings of the conservation district board under normal circumstances and locations. Individual candidates' interests, activities, or occupation may not present the potential for conflict of interest or ethical allegations as outlined by the State Ethics Commission, the State Conservation Commission, or the County Government.