



Pickaway Soil and Water Conservation District
110 Island Road, Suite D
Circleville, Ohio 43113-9056
740-477-1693 pickawayswcd.org

Position Title: District Administrator

Department: Administration

Reports to: Board of Supervisors

Position Overview

Seeking a dynamic and passionate leader, to support stakeholders in Pickaway County. The District Administrator is responsible for the overall management, coordination and administration of the Pickaway Soil and Water Conservation District (Pickaway SWCD) office and for meeting the objectives set forth by the Board of Supervisors as described in the Annual Plan of Work and the Strategic Plan. The Administrator actively promotes conservation initiatives and the mission of Pickaway SWCD.

Overview of Essential Duties and Responsibilities

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. Responsibilities and duties include, but are not limited to:

- Human Resources/Team Manager: Oversee the office management of Pickaway SWCD, including program related budgets, reporting requirements, and business development.
- Leads the office with authority and integrity. Provides supervision of all staff and aspects of performance management including but not limited to workload management, annual evaluations, training, disciplinary action and recognition of employee efforts while updating and seeking input from the Board of Supervisors.
- Develop and implement goals and objectives as assigned in the Pickaway SWCD annual plan of work.
- Assures accurate, timely reports and updates to the Pickaway SWCD Board of Supervisors.
- Enter district activities and data into the Ohio Department of Agriculture's (ODA) reporting software system.
- Develops and adheres to the Pickaway SWCD employment policies and all local, state and federal regulations.

Office Arrangement (August 2025): The office currently consists of one assistant administrator, three technicians, one education and outreach coordinator, one-two interns, in addition to shared office space with Natural Resource Conversation Services (NRCS) staff.

Estimate of Time Allocation for Specific Roles:

Financial Management (30%)

- Develop, implement and monitor short and long-term budgets for Pickaway SWCD with routine reviews to ensure alignment with appropriations and forecasted expenditures.
- Review all banking records and transactions, assisting with Accounts Payable and Accounts Receivable as needed, managing traceable transfers through multiple District accounts.
- Coordinate and review monthly financial statements for financial reporting and management.

Compliance (30%)

- Ensure required filings are current for all Federal, State, County and SWCD board documents.
- Ensures the Annual Plan of Work and Strategic Plan are created and achieved.
- Ensure MOU's and other agreements align with the Annual Plan of Work and Long-Range Plan and meet requirements in a timely manner.
- Maintains District files according to established systems and record retention guidelines.

Outreach and Engagement (20%)

- Primary representative of the Pickaway SWCD, expressing its interests and positions with professionalism and authority in public forums and media engagements.
- Actively promotes conservation initiatives and the mission of Pickaway SWCD through regional committee engagements and/or valuable partnerships, collaborating with internal and external subject matter experts to drive awareness and education of the public.
- Oversee technicians and provide guidance on their work, including waterway design, drainage complaint resolution, nutrient management, and implementation of specific programs such as H2O Ohio.
- Oversee Education & outreach coordinator including but not limited to, educational programming (Youth & Adult), Pickaway SWCD website, social media presence, newsletter, & local media content.

General (20%)

- Pursues continuous education and professional development opportunities as identified.
- Occasional local and overnight travel may be required.
- Additional duties and responsibilities as assigned by the Board of Supervisors.

Physical and Environmental Factors:

- Exposure to extreme weather while working outdoors

Desired Skillsets

- Proficiency in Microsoft Office Suite, Canva, QuickBooks or similar systems. Familiarity with office management tools and databases.
- Demonstrate strong financial literacy, and fiscal responsibility to adhere to government budgets.
- Must be able to understand, build and explain in detail financial statements necessary for operations of Pickaway SWCD (annual cash basis reporting).
- Knowledge of accounting regulations to ensure compliance with state and federal financial reporting requirements.
- Strong interpersonal skills and the ability to represent the organization with professionalism and integrity across public forums.
- Ability to foster a positive work culture and address employee concerns.
- Ability to lead, inspire, and evaluate staff effectively.
- Skill in managing disputes and facilitating constructive discussions among staff and stakeholders.

Minimum Requirements

- Education: A four-year degree in business administration, or any equivalent combination of education and experience that provides the requisite knowledge, skills and abilities for this position.
- Experience: 5 years' experience with finance and customer service, a minimum of 3 years personnel management. Agriculture and/or natural resources industry experience preferred.
- Must continuously maintain a valid driver's license, automobile insurance, and good driving record.

Salary & Benefits:

Beginning Salary rate \$28.00-\$32.00 with education, qualifications, and experience. Benefits include sick leave, annual leave (after 120-day introductory period), Public Employment Retirement System (PERS), health, life insurance, workers compensation and paid holidays.

Deadline Requirements:

Please submit a **cover letter, resume & references** by September 28th 2025. Applications received after may not be considered.