PULASKI COUNTY SOIL & WATER CONSERVATION DISTRICT

April 19, 2022

Full Time Staff Position – *DISTRICT SUPPORT COORDINATOR*

Hourly Rate: $17.83/hr with access to Pulaski County employee benefits.

Job Description:
The incumbent provides administrative, financial, and technical support to the Pulaski County Soil & Water Conservation District (SWCD) 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). Any work experience in agriculture and with natural resources is beneficial.

Requirements:

- Self-motivated.
- Working knowledge of 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.
- Proficient computer skills, along with *Microsoft* Program skills (able to effectively use *Word, Excel, PowerPoint,* & *Publisher*).
- Excellent organizational skills and ability to prioritize variable workload.
- Excellent oral and written communication skills.
- Attendance at monthly evening board meetings and conferences (overnight), along with travel outside the office and the county on behalf of the District will be necessary and will be reimbursed in accordance with District policies.
- A valid Indiana Driver's License.
- Teamwork oriented.
- Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District.
- Ability to professionally present conservation ideas and programs.
- Desire to learn new skills and programs.
- Customer service experience is desired along with the basic knowledge of the Pulaski County agricultural community.
- Experience with grant writing is desired, but will train.
- The ability to lift up to 30 pounds (supply boxes, coolers, etc.)

- The ability to work outdoors in any weather.

Responsibilities of the *District Support Coordinator*:
The position of the SWCD Board Support Coordinator is the direct responsibility of the SWCD Board Supervisors. District work is the top priority at all times.

- ❖ Understands the purpose, powers, programs, and responsibilities of the District.
- ❖ Seeks information and keeps Supervisors informed about local, state and federal regulations, laws, programs, and/or activities that may impact the District.
- ❖ Assists District Supervisors in developing closer working relationships with local units of government (i.e. County Surveyor) as well as local, state, and federal elected officials.
- ❖ Serve as chief financial officer for the SWCD including the 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. Prepare for annual audit by the SWCD and a state audit by the SBOA.
- ❖ Prepare payroll for the Pulaski County Auditor and upload it to the Rightstuff database. Perform related duties as assigned.
- ❖ Assists in preparing the office for monthly Board Meetings. Assists the District chairperson in planning and conducting the monthly Board meetings. Attends all monthly SWCD Board meetings and records the minutes of the meetings. Develops an agenda and sends to the Supervisors, County Council members, and County Commissioners – along with the previous month's minutes – approximately five days before the next scheduled meeting. Keeps a schedule of all events that concern the Board and informs them at the appropriate time.
- ❖ Assists with the day-to-day reporting of all conservation program grants received.
- ❖ Keeps binder of monthly agendas, minutes, and financial reports for the Indiana State Auditor.
- ❖ Creates and prints reports, documents, and fliers as necessary.
- ❖ Contacts newspaper and radio concerning district activities and maintain file of newspaper articles.
- ❖ Assists in coordinating District programs with the programs and activities of personnel from IASWCD, ISDA, NRCS, IDNR, FSA, and other agencies involved in the conservation of soil, water, and related natural resources.
- ❖ Greets patrons for the District and conservation partners in the office and on the phone in a courteous and business-like manner. Answers questions and/or directs the requests to the appropriate agency personnel for assistance. Takes messages and relays them to the proper person and schedules appointments for the District.
- ❖ Updates the SWCD website and maintain social media as needed.

- Assists in receiving and reviewing mail and routes mail when necessary.
- Assists the Board in developing 3-5 year Conservation District Business Plan, annual plan of action, and publishes a report on the District's mission, priority resource concerns, goals, planned actions, and accomplishments.
- Assists in preparing grant applications and other funding proposals as opportunities arise to enhance the District's program and/or accelerate the application of best management practices and technologies to improve soil and water quality and related natural resources in the county.
- Assists with technical programming and duties as needed.
- Assists the Board with the Annual Work Group and compiles a final report.
- Assists the Education Coordinator with events as needed.
- Maintains central records and files for the District, NRCS, and FSA Physically assists with plot tours.
- Performs other duties as requested by the District Supervisors.

EQUAL OPPORTUNITY EMPLOYER