



Executive Director Position Description

Position Location:

USDA Service Center, 735 Main St. Suite 3, Presque Isle, Maine

General Qualifications:

The individual filling this position should have a broad knowledge and interest in conservation and natural resource issues. The individual should have organizational abilities, good writing and oral communication skills, the ability to work well with others, comfortable with handling multiple tasks and enjoy serving the public. Experience in grant writing, as well as designing, implementing and supervising projects is necessary along with the ability to handle financial planning and management. Nutrient management planning and/or agronomy experience preferred.

Duties

1. Provide guidance to the District Board of Supervisors in the development and implementation of the District strategic plan and annual plan of work.
2. Help identify local conservation needs and develop, implement and evaluate programs to meet them. Coordinate with municipal, state and federal agencies.
3. Seek out, write and administer grants to carry out the District programs.
4. Represent the District positions and goals on the local and state level.
Communicate the natural resource and conservation needs of local landowners, land managers and municipalities to the Board.
5. Supervise the work of other employees and volunteers.
6. Obtain (or possess) Nutrient Management Planning certification through the Maine Department of Agriculture Nutrient Management Program, or equivalent nutrient management/agronomic certification through a national certifying program.
7. Plan, direct and coordinate administrative services including personnel management, financial management, and board administration.
8. Assist the Board of Supervisors in building leadership capacity to carry out their programs and decisions.
9. The District office is located in the USDA NRCS office. The Executive Director (E.D.) will work closely with the NRCS Presque Isle District Conservationist to facilitate office administration and to meet the objectives of mutual programs. The E.D. will assist development and implementation of the NRCS/District Operating, Contribution, and Cooperative Agreements.



Other Requirements:

The E.D. must be computer literate and should be familiar with Microsoft office software. Experience with web design, and GIS (particularly ESRI/Arc products) is a plus.

The E.D. must comply with USDA security requirements, including a background check, annual security training and office security protocols.

The E.D. will need to provide a vehicle and auto insurance. Duties will necessitate travelling primarily in the local area and occasionally to other parts of the state. Mileage will be reimbursed at the Maine state employee rate.

Supervision:

The Board of Supervisors appoints the E.D. and provides the necessary supervision and guidance. Direct supervision is by the Chair of the Board of Supervisors. The Chair will perform annual evaluations to be reviewed and approved by the Board of Supervisors.

Salary and benefits:

This is anticipated as a full time position but hours may be decreased if the District budget requires. There is a six month probationary period. A stipend will be provided in lieu of health insurance and retirement benefits. Mileage for personal vehicle use will be reimbursed at the state reimbursement rate.

Non-Discrimination Policy:

The Central Aroostook Soil and Water Conservation District prohibits discrimination in all its programs, activities and employment on the basis of race, color, national origin, age, disability, and where applicable sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal or because all or part of an individual's income is derived from any public assistance program.