



# Conservation District Manager

Department: Conservation District

Revised: April 2026

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## DESCRIPTION

The District Manager functions as the administrator of the Lycoming County Conservation District and is responsible for the overall coordination of the District's programs. On behalf of the Board of Directors, serves as a liaison with the Lycoming County Commissioners and legislators, Lycoming County municipal officials and the District's nominating organizations and cooperating agencies in all matters pertinent to the conservation of natural resources in Lycoming County. The District Manager serves as an ex-officer member of all the District's standing committees. Responsible for fulfilling the duties as assigned by the District Directors. Must also provide the leadership needed to implement the annual and long-range work plans, as well as develop programs to meet the needs of the citizens of Lycoming County.

## SPECIFIC DUTIES

- Directs programs to abate agricultural and urban non-point water pollution through development and implementation of farm conservation plans and analysis of urban land development plans.
- Coordinates assistance programs of federal, state, and county agencies for conservation and protection of soil, water, and related resources.
- Prepares and administers federal and state grants for non-point water pollution control.
- Develops, coordinates, and conducts seminars for consulting engineers, land use planners, developers and municipal officials concerning protection of natural resources/conservation.
- Oversees the District's public relations programs, including writing news releases, the District's annual report, and producing public service announcements for radio and television.
- Prepares a budget for action by District Board.
- Coordinates preparation of District's annual long-range plans.
- Supervises and evaluates performance of District staff.
- Represents Board of Directors and presents views at local, regional, state and national meetings where soil, water and related natural resource problems are discussed and solutions proposed; makes presentations at these meeting upon request.
- Coordinates public information and educational programs relevant to conservation.
- Advises area legislators and elected officials of action taken by District Board on pending legislation and/or other matters relevant to conservation.
- Encourages municipalities (townships., boroughs, cities, etc.) of their agencies to use the services of the District.
- Informs and encourages land developers to use the services of the District.
- Reviews annually the memoranda of understanding between the District.

- Provides information regarding the erosion and sediment control regulations and their implementation to the general public.
- Arranges tours, field days, workshops, technical meetings, and conferences.
- Prepares conservation education in schools and youth groups including: conducting a conservation program in County elementary schools, working with teachers on field trips, sponsoring accredited workshops for teachers, securing necessary materials to build an environmental education library.
- Prepares, installs, and operates conservation exhibits and displays.
- Develops local slide presentations for the District's use.
- Secures and shows conservation films to interested groups.
- Establishes a strong soil stewardship program.
- Prepares newsletters, brochures, and other information requested by the District.
- Promotes and offers guidance to watershed associations as directed by the District.
- Aware and informed on federal, state and local regulations, as well as public and private programs in the field of conservation, and recommends technical and financial assistance for those seeking compliance with the regulations or programs.
- Prepares a written report of monthly activities for the Directors.
- Supplies the Directors with a copy of official correspondence.
- Provides the state commission with required timely reports, claims, etc.
- Maintains and keeps accurate files.
- Works under the supervision and assignments of the Chairman of the District, supplemented by conference with other Director members of the District.
- Secures additional personnel as required through various federal, state, and county programs.
- Secures college interns as appropriate.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

The District Manager is directly responsible to the Board of Directors of the Lycoming County Conservation District.

### **WORKING CONDITIONS**

Normal office surroundings

### **JOB REQUIREMENTS**

- Fully qualified requirements include a Bachelor's degree in Soil Conservation, or related field, and six (6) years related experience.
- Ability to work independently with minimal supervision.
- Ability to supervise, motivate, and maintain a good working relationship among employees.
- Ability to communicate effectively in writing and verbally with a wide range of individuals.
- Ability to plan, develop, and carry out conservation programs.
- Knowledge of matters pertinent to conservation and the environment of Lycoming County.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

## **County of Lycoming is an Equal Opportunity Employer**

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