

## **Cambria County Job Description**

**Job Title:** ASSISTANT MANAGER/COUNTY PARK DIRECTOR

**Department:** CAMBRIA COUNTY CONSERVATION DISTRICT (CD)

**Reports To:** Conservation District Manager (CD duties) and County Commissioners (Park duties)

**FLSA Status:** Salary-exempt

**Prepared By:** Robert W. Piper, Jr., Manager

**Prepared Date:** 10/4/04

**Approved By:**

**Approved Date:**

### **SUMMARY**

The Assistant Manager/County Park Director will be responsible for administrating the AmeriCorps Program, the Nutrient Management Delegation and Duman Lake County Park operations. Knowledge and qualifications to perform duties will include information pertinent to the Conservation District, county operations, administrative/business management and park management. He/she will act for the Manager in his/her absence as assigned and approved by the CD Board of Directors. The position receives supervision from District Manager and in the manager's absence, is responsible to the Conservation District Board of Directors. With regards to park matters, the Park Director reports to the County Commissioners as required. Appropriate office dress is expected unless field work is scheduled.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administers and manages Duman Lake County Park;
- Prepares annual budget and goals and objectives for Duman Lake County Park;
- Administers and manages the AmeriCorps Program;
- Administers the Nutrient Management Program (Act 6) including the Chesapeake Bay Program;
- Administers the Watershed Specialist Position reimbursement program;
- Attends to duties of the Conservation District Manager during temporary absence;
- Attends training sessions provided by the State Conservation Commission (SCC), Department of Environmental Protection (DEP) and Department of Agriculture (PDA), and the USDA Natural Resources Conservation Service (NRCS) as required;
- Keeps informed of changes to all CD delegated programs;
- Assists with the development of the annual budget and the annual goals and objectives including quarterly reporting;
- Reviews policies and procedures of the CD and county park and recommends changes;
- Implements changes in policies and procedures approved by the CD board of directors
- Conducts annual staff performance appraisals;
- Creates, reviews and updates position descriptions as necessary;
- Actively participates in the selection process for hiring new employees;
- Assists in explaining the conservation district programs to prospective cooperators and enrolls them as district cooperators;
- Assists with other county and district programs when necessary;

## **ESSENTIAL DUTIES AND RESPONSIBILITIES con't.**

- Oversees project work groups and maintains files and records to fulfill the requirements of the funding agencies;
- Responsible for scheduling and carrying out the objectives to meet the District's goals in areas of responsibility;
- Actively participates in the development of plans, schedules and activities;
- Jointly reviews on a regular basis with the District Manager and Board of Directors, the status of active projects and identifies potential future projects;
- Shall be acquainted with all conservation practices used in the program areas;
- Assists with other county and district programs when necessary;
- Maintains daily activity log and monthly time tracking, attend monthly district meetings and report to board of directors all activities and accomplishments for the month.

## **SUPERVISORY RESPONSIBILITIES**

- In the absence of the CD manager, supervises all employees including all park staff, interns and AmeriCorps participants;
- Attends and contributes to all staff and Administrative Team meetings.
- Responsible for timeline/ time constraints as identified by upper management.
- Assists with other district programs as assigned.

## **QUALIFICATIONS**

- Knowledge of matters pertinent to the Conservation District and County operations and park management.
- Ability to work independently with minimum supervision;
- Ability to procure funds through grant writing and properly administrate grants received;
- Knowledge of basic computer operations and selected office and resource management/software packages;
- Knowledge of matters pertinent to conservation and the environment;

## **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in a natural resource or related field with at least three years of administrative management experience, and at least three years of park management required.

## **LANGUAGE SKILLS**

- Must speak fluent, clear English and write the language and have the ability to communicate effectively with staff, along with a wide range of individuals and organizations.

## **MATHEMATICAL SKILLS**

Ability to prepare budgets, reimbursement forms and other math related skills at least at the geometry level.

## **REASONING ABILITY**

- Work assignments are made in terms of objectives to be achieved often without explicit instruction as to work methods;
- Schedules own time except where specific assignments are made by District Manager or his/her designated representative;
- Takes the initiative in keeping the District Manager or representative informed on matters relevant to planning, scheduling, priorities, areas of concern or problems of any nature, and public relations;
- Will independently resolve technical problems involving concepts and methods for which the Conservation District provides guidance;
- Develops own short-term schedules for follow-up activities required of projects.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Maintain a valid PA drivers license, the RCS will be required to provide own transportation as necessary for field work and meetings.
- Certified erosion control inspector.

## **PHYSICAL DEMANDS**

Ability to physically perform the duties of the position without an accommodation.

## **WORK ENVIRONMENT**

The Conservation District office provides a professional work environment. This includes neatness of individual work space. The nature of this job consists of both office and field work, particularly for park management. All employees are required to maintain a neat work area and care is to be given to all equipment including rolling stock that is within the employees program area. The employee is also expected to maintain appropriate standards of dress, grooming and personal cleanliness. The Assistant Manager shall constantly assess and recommend staff workspace needs and neatness.