

JOB POSTING
COUNTY OF SCOTT, INDIANA
BEGINNING: NOVEMBER 23, 2022 – DECEMBER 9, 2022

POSITION

Scott County Soil & Water District Coordinator

WORK SCHEDULE

Full Time; As Assigned (35 hrs. / week)

APPLICATION PROCESS

Candidates can obtain a Scott County Employment Application from the Scott County Auditor's Office located at 1 E McClain Ave Suite 130, Scottsburg IN 47170 (Courthouse) Monday-Friday 8:30am-4:30pm. **Applications must be submitted no later than 4:30pm on Friday, December 9, 2022.**

REQUIREMENTS/DUTIES

Regular attendance and successful completion of training programs provided by the Indiana Conservation Partnership, State Soil Conservation Board, Indiana State Department of Agriculture, and State and Area Association of SWCDs.

Knowledge of standard bookkeeping and record keeping practices, with ability to maintain department files, record and balance ledgers, and apply appropriate procedures accordingly.

Seeks information and keeps supervisors informed of local, state and federal regulations, laws, programs and/or activities that may impact the District.

Assists in coordinating District programs with program and activities of personnel from agencies involved in the conservation of soil, water, and related natural resources.

Works with the District Finance Committee to draft an annual budget: Seeks and prepares grant applications and other funding proposals to enhance the District's program.

Serves as day-to-day manager/administrator for conservation program grants received.

Plans and organizes monthly board meetings and the District's Annual Meeting.

A detailed job description can be obtained at the Scott County Auditor's Office.

Scott County, Indiana is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, national origin or religion, age or disability on the provisions of services.