

New Jersey Soil Conservation District Supervisor Job Description (For Information only)

A district supervisor is a member of the governing body of the local soil conservation district, appointed by the State Soil Conservation Committee of the New Jersey Department of Agriculture, pursuant to the Soil Conservation Act, NJSA 4:24-1 *et. seq.* Boards of Supervisors assess local conservation needs, and develop and sustain conservation programs to address these needs. Boards of Supervisors pursue available technical, financial, and educational resources and focus on addressing the needs of the District's constituents.

Primary Duties and Responsibilities

- Attend monthly district board meetings.
- Participate on district committees and in work groups.
- Represents all segments of the citizenry in regard to conservation issues.
- Stay informed and inform others about conservation issues.
- Work with a variety of agencies and resolve problems through teamwork.
- Be well versed in the field of conservation and maintain interest in local conservation issues.
- Be willing to learn.
- Participate in statewide meetings, training and workshops on conservation issues as noted in the SSCC Supervisor Performance Standards.
- Recognize natural resource management needs that could be met through district programs and pursue opportunities.
- Participate in district policy and program development.
 - a. Prepare strategic annual plans of work and annual budget.
 - b. Establish and implement district policies regarding natural resource conservation issues, personnel and office matters.
 - c. Develop and/or implement conservation programs such as education and/or technical programs to meet the needs of the district.
- Provide financial direction for the Soil Conservation District.
 - a. Be responsible for the proper expenditure and management of public funds. (All district funds are public funds.)
 - b. Review and approve annual budget and financial statement.
 - c. Approve monthly treasurer reports.
 - d. Maintain a working knowledge of the budgetary process.
 - e. Assess funding needs and actively pursue funding from local, state sources federal and private sources and in kind services.
 - f. Conduct a annual district fiscal audit and evaluate expenditures.
- Participate in public and community relations activities and programs.

Maintain an active public information and education program so that citizens will be informed about conservation issues and district programs. Make presentations and provide testimony at public hearings about conservation issues. Seek or support legislative initiative for program funding.
- Participate in personnel management.
 - a. Authorize the hiring and severance of district staff.
 - b. Provide guidance and direction to staff and maintain fair and equitable personnel policies.
 - c. Maintain an open working relationship with staff and of the board members.

- d. Serve on personnel committee and participate in all aspects of personnel management.
- e. Assure job descriptions are current for all staff positions and participate in the annual staff performance reviews.

Term of Service

A full term of service for District Supervisors shall be three (3) years, serving at the pleasure of the State Committee, with no established limit to the number of terms. Supervisors are eligible to receive from the State Committee per diem and mileage reimbursement when traveling to and from District regular and special meetings within the limits of available appropriations.

Qualifications

An understanding of the need for conservation of soil, water, and related natural resources. Other qualifications that may be helpful are:

- Knowledge of agriculture and related fields
- Environmental awareness
- Background in local, state, and national legislative processes
- Skills in conduct of meetings and parliamentary procedure
- Technical background in environmental sciences, engineering

Commitment Required

- Meeting and Training program attendance
- Review of materials, reading and preparation
- Committee work
- Attending meetings related to local conservation issues

Training Requirements

- Be willing to learn district procedures and relevant State Committee programs, policies and conform to all applicable State statutes; including the Supervisor Performance Standards.
- Meet training criteria as set forth by the SSCC and the district such as;
 - a. Review the working documents of the district
 - b. Meet with or invite representatives of cooperating agencies [NJ Department of Agriculture (NJDA); Natural Resources Conservation Service (NRCS); Farm Service Agency (FSA); Rutgers Cooperative Extension (RCE); NJ Department of Environmental Protection (NJDEP)] to further the understanding and cooperative relationships and programs.
- Attend at least one NJ Annual Conservation Conference during each three (3) year term of office.
- Attend at least two NJACD Business Meetings during each three (3) year term of office.
- Participate in workshops and seminars related to soil and water conservation and earn six (6) units of training credits
- Keep informed on current natural resources/conservation issues
- Attend Orientation Workshops at the District and State levels

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NJ Department of Agriculture
State Soil Conservation Committee