



Over 80 Years of Conservation Services

Muskingum Soil and Water Conservation District
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Zanesville, Ohio 43701
Phone 740-454-2027 www.muskingumswcd.org

An Equal Opportunity Employer

Vacancy Announcement
District Administrator
Posted February 27, 2025

The Muskingum Soil and Water Conservation District Board of Supervisors is accepting applications for the position of District Administrator. The focus of the position is to perform all items relating to the running and management of the MSWCD office and its personnel in an efficient manner and to provide a positive first impression or experience with our agency.

Responsibilities will include, but are not limited to, day-to-day office operations; keeping the MSWCD Board informed of necessary items and attending all Board meetings; accounting and related tasks; personnel management and related tasks; policy development and records management; and all other duties as assigned by the Board of Supervisors. Grant writing experience is helpful but not required.

To be successful in the position, experience in personnel management, strong attention to details, excellent written and verbal communication skills, and the ability to meet deadlines are necessary. Basic accounting knowledge and use of QuickBooks is helpful. Must be proficient in MS 365 applications.

Minimum of a high school diploma and 5 years of experience OR a college degree (Associate Degree and up) in business management, conservation, natural resources, agriculture or closely related field is required. Experience is beneficial. Must have a valid Ohio driver's license and be insurable for vehicle operation. Must successfully pass a physical, drug screen, driving check, and criminal background check.

Position reports directly to the Board of Supervisors. The position is full-time, 40 hours per week. The normal work week is Monday – Friday, 8:00 a.m. to 4:30 p.m. with a half-hour unpaid lunch. Evening and weekend attendance is required for trainings, meetings, and events. Salary is commensurate with education and experience. Benefits include Public Employees Retirement (PERS), vacation leave, sick leave, and paid holidays. Medical, vision, dental and life insurances are available.

Official application, resume, and cover letter must be received by **March 28, 2025** at 4:00 p.m. Application can be found at, and all information may be submitted through, our website at <https://www.muskingumswcd.org/About-Us/Join-Our-Team/>
A completed official application is required in order to be considered for the position.

Equal Opportunity Employer and Provider

The SWCD and NRCS prohibit discrimination in any program activity or employment on the basis of race, color, national origin, sex, religion, age, disability, retaliation, political beliefs, sexual orientation, marital or family status, or genetic information. Persons with disabilities who require alternative means of communication (Braille, large print, etc.) or who need special accommodations for meetings should contact the SWCD office at (740) 454-2027.