

Soil Conservation District Supervisor Job Description

Description:

Conservation district officials serve on a five member board that establishes and implements programs to protect and conserve soil, water, prime and unique farmland, pastureland, woodland, wildlife, energy and other renewable resources.

Duties:

- Identify local conservation needs and develop, deliver, and evaluate programs to meet them
- Educate and inform landowners and operators, the general public, and local, state and federal legislators on natural resource management, conservation issues and programs
- Report on activities and accomplishments to the public
- Supervise paid staff and volunteers working with the district;
- Coordinate programs and activities with cooperating agency personnel
- Administer the district by delegating tasks through a structure of board officers and members, committees, and others
- Raise, budget and manage district funds
- Coordinate technical assistance, funding and other support from federal, state and local government and private associations or groups.
- Serve on county, regional and statewide committees to represent SCD and local natural resource concerns
- Additional details and responsibilities are described in the Supervisors' Handbook

Qualifications:

- Interest, background and motivation in conserving and protecting renewable natural resources
- Communication Skills
- Resident of the district
- Must not already hold an "office of profit"

Time Required:

Attend 12 regularly scheduled board meetings*, as well as committee, special meetings, and events - for an average of approximately 30 days/year.

**The SCD Law requires supervisors to attend at least 50% of regular monthly meetings to retain position.*

Supervisor Authorities

Conduct surveys, investigations or research and disseminate that information

Example: Watershed studies
Soil surveys

Conduct demonstration projects

Example: Installation of BMPs and field tours

Carry out preventative and control measures in SCD on State owned land

Example: Prince George's SCD-SCWQP development DNR land
Dorchester SCD management of restoration Blackwater property as subcontractor for DNR

Enter into agreements to furnish assistance to any government entity or private individual

Example: Cooperators agreements
Agreements with NRCS, USDA

Acquire, lease, purchase, exchange, gift, grant, sell or dispose of any real or personal property

Example: Caroline SCD real property transaction to develop Agricultural Center on new site

Maintain, administer, improve, receive and expend income from acquired properties

Example: Office building-Prince George's, Talbot, St. Mary's SCDs,

Make available to district land occupiers, machinery, fertilizer, seedlings, etc to conserve soil resources and prevent erosion according to terms prescribed by supervisors

Example: Equipment rental, many SCDs
Seedling sales, Allegany & Washington SCDs

Construct, improve and maintain structures necessary for performance of subtitle objectives

Example: BMPs installation oversight

Develop & publish comprehensive plans for conserving soil resources and preventing erosion in district

Example: WIP II – Agricultural and resource protection components

Take over or administer any soil conservation, erosion control or erosion prevention project

Example: Dam maintenance, Garrett SCD
FCA Mitigation, Washington SCD

Act as agent for U.S. or State in connection with acquisition, construction, operation, etc. of soil conservation and erosion control or prevention projects

Example: Contracts w/ Dept of Defense conservation improvements- Calvert, Charles, St Mary's SCDs

Accept gifts of money, services, materials etc from U.S. and State to carry out SCD objectives

Example: Interagency coordination for operational needs

Approve/disapprove sediment and erosion control plans

Example: All SCDs

Recommend fee system for conducting sediment and erosion control plan review

Example: All SCDs

Make and execute contracts, sue and be sued

Example: MOUs with MDA & USDA
Various Grant contracts

Provide contracting services, equipment, supplies to landowners

Example: Conservation Equipment rental- many SCDs

Formulate rules and regulations governing use of land in SCD to conserve soil resources and prevent erosion including:

- requiring construction terraces, check dams, ponds, ditches, etc.
- requiring observation of methods of cultivation such as contour cultivation, strip cropping, specific tillage, planting of lands w/water conserving and erosion preventing plants, trees, grasses, and forestation or reforestation
- requiring retirement of highly erosive areas or
- requiring other programs or measures that may assist in soil conservation or erosion prevention

FACTS SUPERVISORS SHOULD KNOW

1. A Soil Conservation District is a political subdivision of the State. District boundaries are the same as county boundaries except that there are two districts in Frederick County.
2. A Soil Conservation District Supervisor is one of the Board of five supervisors who constitute the governing body of the district. The County Governing Body appoints one supervisor. The other four are appointed by the State Soil Conservation Committee.
3. The Soil Conservation Districts law specifies that “The Supervisors shall be interested and knowledgeable in the conservation of soil, water, and related natural resources and shall be persons who are by training and experience qualified to perform the specialized skilled services which will be required of them in the performance of their duties.” Geographic location of residence and/or place of business within the district are also considered. A supervisor must be a resident of the district.
4. The Board of Supervisors is responsible for the soil conservation and water quality and drainage programs carried out by the district.
5. Each Board of Supervisors meets regularly, usually once a month. Occasionally, a special meeting is called. A supervisor is expected to attend all meetings of the Board. The SCD Law provides that failure to attend at least 50% of regular meetings results in resignation as a supervisor.
6. Supervisors do not receive a salary but are entitled to a per diem allowance, as provided in the annual state budget, for each day spent in the performance of his duties. They are also entitled to the prevailing rate per mile for the use of their automobile. The Maryland Department of Agriculture allocates available state funds to the districts for these expenses.
7. The twenty-four (24) Soil Conservation Districts of Maryland have formed the Maryland Association of Soil Conservation Districts (MASCD) to effect cooperation between districts, coordinate the programs of the districts, and exchange information between the districts. The MASCD holds two meetings each year. Supervisors keep abreast of issues and current activities by attending these meetings.
8. Each person appointed as a Soil Conservation District supervisor is considered to be the holder of an office of profit created by state law. State law prohibits any person from holding two such offices at the same time. Acceptance of a second office is equivalent to automatic resignation from the first. The State Committee does not knowingly appoint as a supervisor any person that holds another office of profit.
9. Each supervisor is required to take an Oath of Office before the Clerk of the Court of the Circuit Court as follows:
“I, _____, do swear, (or affirm) that I will support the Constitution of the United States, and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and laws thereof, and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of District supervisor of the _____ Soil Conservation District according to the Constitution and laws of this State.”