



St. Mary's Soil Conservation District

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St. Mary's Soil Conservation District Supervisor Job Description

Description:

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

Duties:

- Develop and execute a sound conservation program (Annual Plan of Work). This plan should prioritize programs and projects to be accomplished, establish goals and timeframes, and address District mission
- Cooperate with fellow board members in establishing and implementing District policies
- 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 and set priorities for staff workload
- 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 and provide for an annual review of revenues and disbursements
- 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 St. Mary's 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 St. Mary's County
- Must not already hold an "office of profit"

Time Required:

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

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: Living shoreline projects at Historic St. Mary's City*

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

- *Example: MOUs or MOAs with NRCS, MDA, MASCD, RC&D & U.S. Navy*

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

- *Example: St. Mary's Agricultural Service Center -99 year ground lease & own 12,000 sq ft building*

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

- *Example: Office building- St. Mary's SCD*

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

- *Example: District equipment rental program*

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: Living shoreline projects, Chancellors Point road repair project*

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 - NAS Patuxent River & Webster Field*

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

- *Example: Interagency coordination for operational needs*

Supervisor Authorities *(continued)*

Approve/disapprove sediment and erosion control plans

- *Example: Single lot, concept, forest harvest, and engineered plans*

Recommend fee system for conducting sediment and erosion control plan review

- *Example: All engineered plans, standard plans, and pre-construction meetings*

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 & Conservation BMP supplies*

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

- *requiring construction of best management practices such as: grass waterways, diversions, critical area plantings, 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 St. Mary's Soil Conservation District according to the Constitution and laws of this State."