



Stormwater Program Manager

Full Time 32-40 hrs./wk.

Primary Duties:

- Oversees and is responsible for implementing all aspects of the Licking County & Others MS4 permit
- Oversees and is responsible for implementing all aspects of additional MS4-related contracts, MOUs, and agreements.
- Coordinates all education and outreach efforts designed to meet MS4 education and outreach requirements including programs for youth in schools and out of schools, teacher workshops, adult workshops, river clean up initiatives and events, public events, print and web-based resources.
- Ensure that annual report data is accurate and annual report(s) are submitted on time.
- Establish data entry protocol and ensure the data required for annual report is recorded properly throughout the year using Beehive.
- Assist with invoicing for construction and post-construction urban services, and MS4 services.
- Review contracts, MOUs and agreements annually, and advise the Board and partners as to continued services, work load, staffing, opportunities and challenges. Recruits and negotiates additional contracts as appropriate.
- Oversees with Conservation Technical Assistance in office and in the field as needed.

Additional Duties:

- Possess and maintain a working knowledge of current local, state and federal policies and best practices including natural resource management principles, and agricultural and urban development Best Management Practices.
- Proficient in Microsoft Office programs. Familiarity with Google Mail, Calendar and Drive. Experience with Arc GIS and AutoCAD useful.
- Willingness to perform a combination of technical office and outdoor field work.
- Ability to provide excellent customer service and promote agency mission.
- Ability to traverse uneven terrain in an outdoor environment and ability to carry and transport resource materials and equipment.
- Excellent communication, including written and verbal skills.
- Proof of valid Ohio driver's license and remain insurable.
- Understand and adhere to the Licking County Soil and Water Conservation District policy manual.

Pay is commensurate based on experience but will be between \$20.00 and \$39.20 per hour.

Print Name

Sign Name

Date