

**If you are interested in applying for the Harrison County Soil & Water Conservation District Coordinator position (part-time), please completely fill out a job application, submit a resume, high school transcript or college transcript, if applicable.**

**Email or Return to:**

**[harrison@kyconservation.com](mailto:harrison@kyconservation.com)**

**Harrison County Conservation District  
103 Rodgers Park Dr.  
Cynthiana, KY 41031**

**\*If you have any questions please call (859) 298-5932 or email (best option)**

**[harrison@kyconservation.com](mailto:harrison@kyconservation.com)**

**\*Applications accepted until January 19, 2026.**

**Thank you,  
Harrison County Conservation District Board**



# Harrison County Conservation District

## Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	

PREVIOUS EMPLOYMENT			
Company		Phone (      )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (      )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (      )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From      To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

# Harrison County Conservation District - - Job Description

## District Coordinator

### General Statement of Duties

The duties of the District Coordinator will be a combination of educational, community outreach, marketing & promotion, clerical, and administrative, etc. as described below. The District Coordinator will provide support for the Board Supervisors, District Staff, NRCS Partners, and will be under the direct supervision of the Conservation District Board of Supervisors.

### Job Duties and Responsibilities

*The functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

### Conservation District Board Functions

1. Prepare agenda for monthly board meeting using annual plan of work schedule, incoming mail, & Board input.
2. Prepare meeting minutes from previous month's meeting for approval.
3. Send meeting documents for review to board supervisors with a meeting reminder 4-5 days in advance.
4. Prepare Supervisor's Meeting Folder with copies of meeting documents.
5. Assemble all district correspondence, certificate of attendance form, blank minute forms & any other necessary documents for board meetings.
6. Attend monthly board meeting, and present agenda items as needed.
7. Track Supervisor meeting attendance and submit annual incentive per diem request to Commission.
8. Register District attendees for meetings & conferences, and book hotel reservations if necessary.
9. Attend other meetings, seminars, workshops, and trainings as necessary/requested to attain working knowledge of District programs.
10. Assist with preparing various annual district reports.

### Educational Programs & Outreach Coordinator

1. Assist District Committees in planning, implementing and completing education programs.
2. Act as liaison between district and various agencies, schools, organizations and news media.
3. Responsible for ordering & distributing informational materials necessary for district programs.
4. Plan, implement and coordinate annual tree seedling giveaway program.
5. Partner with 4-H and FFA to assist with their Land Judging Programs.
6. Plan, implement and coordinate local annual Jim Claypool Art & Conservation Writing Contest, submit county winners to state for regional contest.
7. Partner with Supervisors & HCHS teachers to support/coordinate Envirothon Teams & Junior Conservation Board.
8. Plan, implement and coordinate other education programs such as, but not limited to, the annual awards banquet, annual teacher grant program, a teacher workshop, student scholarship program, etc.
9. Coordinate other activities/meetings/programs if needed or required, i.e. field days, Locally Led Work Groups, community engagement opportunities, etc.
10. Submit newsletter inserts regularly for applicable Extension Newsletter mailings.
11. Compose advertising for local paper, radio and social media per the advertising schedule in the annual plan of work or as the board requests.
12. Submit regular op-ed articles to the Cynthiana Democrat promoting the Conservation District Programs.
13. Regularly manage District's Social Media Accounts, in a professional manner, and increase public participation.
14. Regularly updating and maintaining the district's website.

### District Representation & Administrative Support

1. Serve as administrative secretary for the office. Answer telephone, greet visitors and customers in a courteous and professional manner. Route calls and visitors to the appropriate individual and/or take messages as required.
2. Attain basic knowledge of District programs to answer general questions/requests for information or direct to responsible person/agency.
3. Compose, type, and/or prepare letters, memoranda, specialized reports and other official correspondence, as requested.
4. Update and create new forms and documents as necessary to facilitate record keeping for District Programs.
5. File and maintain records for all District accounts and programs.
6. Use computer, copier, email, and other typical office equipment as necessary to successfully perform job duties.
7. Receive, sort, and distribute incoming and outgoing mail as needed.
8. Maintain inventory of office supplies and replenish as needed, as approved in district budget.
9. Maintain a neat and orderly office appearance.
10. Represent the district in a professional manner at all times.
11. Provide support to NRCS Partners as outlined in the Memorandum of Agreement, and as requested to maintain a beneficial working relationship within the office.

## Miscellaneous

*Performance Review:* A formal evaluation will be conducted on three-month intervals for the first year, and annually thereon after, by the Harrison County Conservation District Personnel Committee. Performance will be evaluated against requirements of duties and in completing established training plan (if available). An unsatisfactory performance may result in termination of employment.

## Knowledge, Skills and Abilities

- \*Proficient knowledge of operating typical office equipment;
- \*Proficient knowledge in, or confidence in ability to learn, programs such as Microsoft Office, Adobe Acrobat, Zoom, Canva, Google Platform, Outlook, etc;
- \*Knowledge and experience in matters pertaining to agriculture, environment, or natural resource conservation is beneficial;
- \*Possess initiative, strong problem solving, superior organizational and time management skills;
- \*Ability to work independently and prioritize workload to complete tasks in a timely manner;
- \*Ability to communicate effectively with a wide range of individuals, both verbally and in writing;
- \*Knowledge of, or ability to learn, matters pertinent to clerical, administrative, and general office procedures;
- \*Knowledge of, or ability to learn, the District's services, authorities, and programs;
- \*Ability to maintain confidentiality on matters with District Personnel, Cost Share Contracts, Partner Programs, or other items as noted by Board Supervisors or USDA Partners;
- \*Ability to provide own transportation for travel to training, meetings, etc. Travel expenses are reimbursed on a pre-approved basis by the board;

## Required Qualifications

- \*Must have a High School Diploma or GED
- \*Must hold and maintain a valid Driver's License
- \*Must have or acquire a Real ID for NRCS security clearance processes and to acquire government LincPass card.

## Work Conditions/Environment/Schedule

The Conservation District is co-located at the United States Department of Agriculture Service Center, with the Natural Resource Conservation Service, whose office is open Monday through Friday 8 am – 4:30 pm.

This position performs work in an office setting that can be subject to interruptions. Most work is done at a desk, computer or table. Noise level of the office environment is very quiet. Frequent work is performed off-site if hosting educational events, outreach meetings, award banquets, or attending trainings.

Attendance at a monthly evening District Board meeting is required (second Monday of each month). Additional evening or weekend hours may be requested, expected or required on occasion for special projects, meetings, conferences, trainings, events, etc.

## Salary & Benefits

*Employment Classification:* Regular Part-Time, approx. 24 hours/week, not to exceed 96 hours per month.

*Estimated Gross Annual Salary:* \$25,000

*Pay Plan:* The Harrison County Conservation District pays employees on the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> of each month.

*Comp Time:* HCCD does not offer overtime. Comp Time is approved instead, on an hour-by-hour basis for work performed in excess of 24 hours per week, with approval from the board. Comp Time is eligible to be accrued with a limit of no more than 96 hours to be carried over at any one time.

In accordance with the Conservation District personnel manual, part-time employment positions are not eligible to receive benefits such as vacation leave, sick leave, paid holidays, retirement or health insurance, etc.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. If changes occur, the employer will update the job description and present to employee for updated review and acknowledgement of understanding.