



KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

EMPLOYMENT OPPORTUNITY TAX DITCH OFFICER COORDINATOR

Location: DNREC- Division of Watershed Stewardship Deadline: November 3, 2025
Drainage Program Salary: \$49,634.05
21309 Berlin Road
Georgetown, DE 19947

This is not a State of Delaware merit position. It is a one-year contractual position with the opportunity to work long term.

The Kent Conservation District (KCD), a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of Tax Ditch Officer Coordinator with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Watershed Stewardship – Drainage Program – Tax Ditch Program.

JOB SUMMARY

The Tax Ditch Officer Coordinator within the Drainage Program serves a valuable coordinating and planning role for Tax Ditch Organizations across the state of Delaware ensuring they are appropriately staffed with volunteers. This position will be responsible for promoting programs and policies for the recruitment and retention of tax ditch officers. The position will require experience communicating and mediating with members of the general public, performing and reviewing tasks in accordance with Delaware Laws, assessing problems or issues and their impacts on programs, educating special interest groups, developing materials or tools to assist tax ditch officers in performing duties, and utilizing GIS and project management software for determining and tracking information.

ESSENTIAL FUNCTIONS

Essential functions are fundamental, core functions and are not intended to be an exhaustive list of all job duties.

- Implement tasks outlined in the 2021 Tax Ditch Modernization Workgroup Report
- Create and build relationships with existing tax ditch officers to determine and apply the identified needs of Tax Ditch Organizations and officers, includes tax ditch officer database management and outreach strategies
- Work with Delaware communities and team members to “jump start” Tax Ditch Organizations that are vacant of officers to reinstate ditch maintenance operations
- Onboard and train new tax ditch officers in their duties and responsibilities
- Assist tax ditch officers with planning annual meetings in accordance with Delaware Code §4159
- Maintain and organize files submitted by Tax Ditch Organizations

- Attend annual and special tax ditch meetings and give presentations
- Assist the Tax Ditch Financial Coordinator in performing audits of financial records submitted by Tax Ditch Organizations
- Communicate effectively to the general public, attorneys, title searchers, realtors, county permit offices, etc. regarding tax ditches and their associated processes – formation, petition, hearing & referendum, court order changes, maintenance, rights-of-way, recorder of deeds, etc.
- Periodically review Drainage Program task procedures in accordance with Tax Ditch Law for relevancy, accuracy, efficiency, and improvements; and provide recommendations to supervisors
- Assist with the intake of concerns from the Drainage Assistance Line and assigns to Drainage Program staff/refers out to other agencies as appropriate

JOB REQUIREMENTS

Applicants must have the following:

1. One year's experience working with the public and/or volunteers.
2. One year's experience in volunteer coordination.
3. Experience in record keeping.
4. One year's experience in interpreting laws, rules, regulations, standards, policies and procedures.
5. One year's experience using standard computer software programs for word processing, project tracking or databases.
6. Knowledge of natural resources, drainage, engineering, or related fields.
7. Possession of a valid Driver's License is required (not suspended, revoked, cancelled, or disqualified from driving.)

CONDITIONS OF EMPLOYMENT

1. Applicants must be legally authorized to work in the United States. The Conservation District participates in the Federal E-Verify system to confirm you are authorized to work in the U.S. The Conservation District shall require verification of identity, validating you are lawfully permitted to work in the United States beyond a temporary period without employment-based sponsorship.
2. The Conservation District does not provide sponsorship for holders of H-1B Visas.
3. Direct Deposit of paychecks is required of all new employees.
4. Possession of a valid Driver's License is required (not suspended, revoked, cancelled, or disqualified from driving.)

BENEFITS

The Kent Conservation District offers a comprehensive benefits package, including: 37.5-hour work week with flexible scheduling options, 9.5 hours per month of accrued vacation leave and 9.5 hours per month of accrued sick leave (prorated the first month of employment), and 11 paid holidays per year (holidays and floating holidays follow the State of Delaware schedule.) Health insurance and pension are also included in the benefits package.

The Kent Conservation District is an equal opportunity employer and
values a diverse workforce.

TO APPLY

Please email cover letter, resume, and Kent Conservation District Application to:

Jamie L. Willey, MBA

DNREC District HR Manager

Jamie.L.Willey@delaware.gov

(302) 608-5478

Application may be downloaded from the Kent Conservation District Employment Opportunities website:

[KCD Website](#)