



Position Announcement

Delta County Conservation District Manager

The Delta County Conservation District (DCCD), a unique unit of local government, is seeking to fill the full-time salaried position of District Manager, to coordinate and oversee all operations.

The **mission** of the Delta County Conservation District is to assist all county residents with information, education, and technical services in all aspects of natural resource and/or environmental issues, specializing in local assistance to non-industrial private landowners.

The DCCD is co-located with the Natural Resources Conservation Service (NRCS) with its office located in Gladstone, Michigan.

Principal Qualifications

We seek an individual that possess working experience and proficiency in:

- Natural Resource Management, including a general understanding of invasive species control
- Coordinating and evaluating personnel
- Written and verbal communication skills
- Preparation of grant applications and fund management
- Preparing an annual budget and monthly financial reporting (understanding of QuickBooks preferred but not a limiting factor).
- Highly organized and efficient in the use of technology, including productivity apps, email, etc.
- Well-developed understanding of social media content, creation, and marketing

The District Manager reports to, and interacts directly with, the DCCD elected Board of Directors, to ensure the District meets its objectives developed by the Michigan Association of Conservation Districts (MACD), Natural Resources Conservation Service (NRCS) and State of Michigan Department of Agriculture and Rural Development (MDARD).

Primary Responsibilities and Duties

- Compile informational packets for the DCCD Board, inclusive of monthly financial statements (coordinate with Board Treasurer), existing and future prospective District activities, and staff undertakings each month and quarter.
- Develop an annual budget and appropriations act.
- Develop and manage a strategic business plan that ensures long-term financial sustainability of the DCCD, including but not limited to, identifying and securing diverse, short and long-term grant funding for DCCD personnel and programs.
- Serve as the DCCD spokesperson on a local, State and Federal level, including representing the District at community events and with varying conservation partners.
- Coordinate all grant and other agreements established with MDARD, NRCS, and other Federal and State government entities.
- Coordinate and/or assist with planning and conducting DCCD workshops and tours for community schools, general public, and conservation organizations.
- Maintain and update the DCCD website and develop other social media presence as appropriate to fulfilling the District's mission.
- Direct the development of educational materials that promote the mission of the DCCD.
- Provide employee payroll through QuickBooks, track employees vacation and sick hours, and manage day-to-day operations.
- Provide direct supervision and necessary assistance to DCCD staff.
- Maintain "Hard Copy" files in accordance with the CD Retention Schedule's required protocol.
- Attend, as needed/required MACD and MDARD meetings, including some overnights.
- Prepare and work with auditors on biennial financial audits.
- Coordinate annual fall and spring tree sale.
- Develop annual business plan.
- Implement county wide soil and erosion control permitting.
- Coordinate updated summary of the county natural resource assessment plan annually.
- Assist Hannahville Tribe with natural resource issues.
- Develop, when required, the Delta County 5-yr. Recreation Plan.
- Oversee District banking and required insurance acquisition.
- Attend MACD summer and fall conferences.
- Conduct annual meeting and election, as necessary, as defined by Conservation Law.

Salary and Benefits

The Delta County Conservation District is an equal opportunity employer and will not discriminate against an individual with respect to employment, compensation, term, condition, or privilege of employment, because of religion, race, color, national origin, age, sex, sexual preference, height, weight, disability, genetic information, marital status or other legally protected status.

The District Manager is classified as a salaried full-time, “At Will”, employee, subject to policies contained in the DCCD Employee Handbook. The position is considered “exempt” from the Federal Fair Labor Standards Act; funding for the position is through DCCD general and/or administrative funds.

The District currently provides 16 paid holidays and vacation times as follows; 4 hrs. Per 80hrs. **for first** 3-yrs. annual leave days (increasing with yrs. accumulation), and 4hrs. Per 80hrs. (for 0-20 yrs.) sick leave. The District will provide Workman's Compensation Insurance, the employer’s share of Social Security and Medicare taxes, and Unemployment Insurance.

The salary range is 50 – 60K, commensurate with applicable education, skills, and experience.

Education

BS or advanced degree in Natural Resource Management or Environmental Science, a minimum of four years experience, including project management and budget development.

To Apply

Applicants should submit the following to the DCCD for consideration: 1) Cover letter 2) Resume 3) Three references. Please submit application materials to: glenn.vandewater@macd.org and joe.kaplan@macd.org; with the subject “District Manager Application” by November 5, 2023.