

## **POSITION ANNOUNCEMENT**

### **District Manager**

The Washtenaw County Conservation District is seeking a District Manager to oversee the day-to-day operations of the District. The Conservation District is a local unit of state government, assisting landowners with the conservation and management of their natural resources.

The position of District Manager is primarily administrative with some technical duties. Some of the responsibilities include: budget preparation; maintenance of records, files and reports; maintain a computerized accounting and bookkeeping system; supervise District staff; supervision of the District's conservation tree and plant sales program; implementation of an information and publicity program, including a print annual report, monthly e-mail newsletters, preparation of news releases, presentations to groups, displays at fairs and community events, and maintaining a website and Facebook page; reviewing public notices; and providing information to landowners and the general public on soils, conservation practices and natural resources management. About 90% of the duties are administrative and about 10% technical. This is a full-time, salaried position.

Ideal candidates must have highly developed communication skills, both written and spoken; good interpersonal and customer service skills; and be a self-starter with the ability to work independently and in a team setting.

A college degree in agriculture, natural resources or business management, or a minimum of three to five years of experience in business management or non-profit administration will be considered.

Other highly desired skills include:

- excellent organizational skills;
- project organization and management experience;
- grant writing and grant administration experience;
- familiarity with agriculture, conservation and/or natural resources management;
- office management/supervisory experience or leadership skills;
- accounting/bookkeeping experience;
- excellent computer skills and familiarity with MS Office programs, QuickBooks, website and Facebook page management;
- punctuality, honesty, and integrity.

All applicants must have a valid driver's license, have a reliable vehicle, be able to pass a federal background check and qualify for employee dishonesty bonding.

Salary: up to \$40,000 commensurate with qualifications and experience. Benefits include: Worker's Compensation and Unemployment Insurance coverage; mileage and expense reimbursement for business related expenses and use of personal vehicle; and paid vacation and sick leave. A healthcare reimbursement plan and retirement program are negotiable.

A position description, additional information about the job and the District are available on the Conservation District website at: <https://www.washtenawcd.org/employment-opportunities.html>

**Application Deadline:** position open until filled. Submit cover letter and resume with three work-related references via e-mail with "District Manager Position" in the subject line to: [dennis.rice@mi.nacdnet.net](mailto:dennis.rice@mi.nacdnet.net) , OR mail to District Manager Position, Washtenaw County Conservation District, 7203 Jackson Road, Ann Arbor, MI 48103-9506.

**Tentative Starting Date:** September 18, 2017