



Marquette County Conservation District  
Job Description

Title: District Manager

**Introduction**

This position is located in the Marquette County Conservation District Office (USDA Service Center). The District Manager is responsible for the day-to-day operations of the Marquette County Conservation District including organization and supervision of office operations and staff, coordinating District programs and activities, and providing assistance to the District Board members.

**Primary Duties In Order of Importance**

**1. Responsibilities to the Board**

- a. Identify and secure short and long-term funding for District programs.
- b. Organize monthly Board meetings, coordinate staff reports, and agendas. Record and prepare board meeting minutes.
- c. Coordinate arrangements for the Annual Dinner and Election.
- d. Conduct the Tree Sale.
- e. Implement Board directed policies.
- f. Prepare and submit required reports.

**2. Public Relations**

- a. Represent the District in public appearances to inform public, conservation partners, and local units of District programs, services and the role in the community.
- b. Serve as the District contact and attend relevant meetings
- c. Coordinate the development of an information resource for public officials about conservation and conservation programs in the county not limited to District Programs.
- d. Coordinate and strengthen Conservation Partnerships within the community.

**3. Information and Education**

- a. Assist in planning District workshops, tours, contests, and fund-raisers.
- b. Coordinate District educational services with local schools, groups, and organizations.
- c. Direct the development of materials promoting District programs.
- d. Conduct Annual Tree Sale as part of an educational program.

**4. Grant Administration**

- a. Direct the application for, preparation and administration of any grant programs which may be available to the District.

- b. Recommend appropriate grant programs to the Board and develop grant proposals.
- c. Meet with relevant individuals to coordinate and secure grant funds.

**5. Human Resources**

- a. Supervises and assists staff in the performance of their duties.
- b. The Board evaluates the performance of staff members with input of the District Manager.
- c. Hire and train staff.
- d. Review and coordinate employee payroll and benefits.

**6. Financial Responsibilities**

- a. Identify, evaluate and pursue relevant sources of funding for District programs
- b. Prepare an annual operating budget for the Board and provide periodic updates in accordance to Michigan Department of Agriculture standards.
- c. Prepare monthly financial reports for submittal to the Board.
- d. Prepare and coordinate financial review/audit as required by law and/or contractual agreements.
- e. Provide for control of financial resources once the Board approves allocation of these resources.
- f. Coordinate financial requirements for various grant programs, including reporting and budgeting.

**7. General/Partnership Responsibilities**

- a. Answer phone, take messages, and assist customers.
- b. Assist NRCS with general office support as part of our Cooperating Working Agreement.
- c. Assist NRCS with Contribution Agreement Tasks.

**Qualifications**

Experience in natural resources, biology, geology, agronomy or related field. Experience supervising/scheduling staff, managing project budgets, customer service, and reporting. Experience writing and administering grants. Strong analytical, verbal and written communication skills. Ability to work cooperatively with individuals, groups and organizations. **Self-motivated and self-directed.** A general knowledge of resource management, and conservation. Valid MI driver's license.

**Additional Qualifications (Preferred)**

Experience in Business Management. Familiarity with Conservation Programs. Knowledge and experience in agriculture. Proficient with Microsoft Office: Word and Excel. Familiarity with Quickbooks is a plus.

**Supervision**

The District Manager shall be under the direct supervision of the Marquette County Conservation District Board Directors.

**Application deadline is June 15<sup>th</sup> at 4pm. Submit a cover letter, resume, and list of 3 references to Randy Gentz at [mqtcondist@gmail.com](mailto:mqtcondist@gmail.com)**