

Presque Isle Conservation District

District Manager Job Description

The Presque Isle Conservation District (PICD) is seeking part-time District Manager, responsible for the successful leadership and management of the Presque Isle Conservation District. He/She will be a highly organized, self-motivated individual with a passion for preserving natural resources. Working under supervision of the PICD's Board of Directors, the District Manager evaluates all PICD plans, programs, activities, and procedures to ensure sustainability and positive impact on the organization and community.

Primary Duties and Responsibilities

- Is responsible for management of the PICD office.
- Is responsible for supervision and direction of all District employees – approve timesheets, use of leave time, work schedules, prepares work agreements and other personnel documents as needed.
- Financial record keeping, depositing district funds as directed by CD Board, maintaining CD files and timely reports, and preparation of documents as directed by Board.
- Prepares the annual proposed budget & annual plan of work and for approval by the Board.
- Administers all grants received by District, and prepares monthly reports.
- Organizes and puts on annual Tree Sale.
- Engages and educates the public through individual contacts, website & FaceBook page, newsletter, workshops, public appearances at civic groups, and schools, etc.
- Actively supports and participates in all CD programs such as tree sale days, field days, tours, annual meetings, and public meetings.
- Maintains a cooperative working relationship with all natural resources agencies operating within the district.
- Maintains a cooperative working relationship with local units of government and civic groups.
- Keeps abreast of all federal, state, and local laws that affect the conservation work within the district.
- Keeps CD Board informed of issues that they might have interest in, or which to become involved in.

Preferred Qualifications

- Experience managing a office and/or performing administrative tasks
- Experience with QuickBooks and basic accounting procedures
- Background in natural resources or a related field
- Experience managing non-profit or volunteer organizations
- Experience with creating and maintaining financial budgets
- Experience in grant writing
- Excellent customer service and communication skills
- Experience with social media and basic website design

Pay is \$12-14 per hour, 20-24 hours per week. If you are interested in applying for the position, please send your Cover Letter and Resume to presqueisle.cd@gmail.com or mail them to:

Presque Isle Conservation District, 658 S. Bradley Hwy., Rogers City, MI 49779.

The position will remain open until filled, with first consideration given to applicants received by July 6th, 2018.

The Presque Isle Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation based on race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.