

Dickinson Conservation District: District Manager Job Description

- **Convey the Conservation District Mission:** The ideal candidate has an interest or appreciation of the District's mission: "Promoting Responsible Natural Resource Management." A background in natural resources is not required, but would be a plus. The Dickinson Conservation District has been assisting landowners in managing their natural resources since 1948 and have been able to evolve along with the local resource issues since then. We are a local unit of state government but receive no operational funding from the state. A locally elected Board of Directors, who are Dickinson County residents, leads the District. The District Manager enacts the District programs and day to day operations.
- **Administer the business of the District:** insure that bills are paid, taxes paid, banking done, and audit conducted; maintain and follow the District budget; report financial information to the Board; report project activities to the Board; draft agendas and minutes for Board meetings; assist in development of policies and procedures; maintain District insurance policies; and direct the maintenance of the District mailing list. The District has a part time administrative assistant that does the bookkeeping, payroll and other tasks as assigned by the manager.
- **Manage staff:** Create job descriptions; post jobs; schedule and participate in interviews; implement hiring and firing based on Board decisions; write work and severance agreements; respond to injuries and complaints; outfit staff with office and field supplies; oversee payroll; work closely with Board personnel committee on many of the preceding activities; delegate tasks to appropriate staff.
- **Act as the major point of contact for the District:** answer public questions; lead reception of visitors in office; receive and address District correspondence; represent the District at meetings; oversee planning of public events and outreach; act as the purchasing agent for the District; communicate with and maintain partner relationships; help the District react appropriately to local resource concerns; instigate newsletters, web presence, and social media with assistance from staff.
- **Maintain Conservation District compliance with State directives:** Prepare an annual budget and appropriations act with the Board; develop a county natural resource assessment every 5 years; attend Michigan Association of Conservation Districts (MACD) conferences (2 annually); conduct the election of Board members according to Conservation District laws; conduct an annual meeting; compile the policies and procedures for the District; and adhere to the MACD Operations Handbook.
- **Assist with District Funding:** Write and administer several District grants with assistance of technical and administrative staff; manage and conduct the District Plant Sales (3) with assistance from staff; search for new methods of fund generation as directed by the Board. District technical staff are currently grant funded. The administrative staff (District Manager and Assistant) are funded by proceeds of the native plant sales, grant overhead, and donations.

To apply for the position, please email a resume, cover letter, and three references to wmdrice@gmail.com