

Vacancy Announcement

Title: District Manager

Location: Quincy, CA

Travel: Occasional

Status: Permanent/Full-Time

Pay: Pay schedule starting at \$32.00/hr – up to \$38.43/hr (+ at the determination of the BOD) - CWE

Position Summary

The District Manager is the Executive Officer of the Feather River Resource Conservations District and reports to the Board of Directors. The District Manager administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. The District Manager has general charge, responsibility and control over all property of the District, and is responsible for funding and managing the District's business consistent with the strategic plan, goals and objectives, and policies and procedures established by the Board.

Duties

- 1) Communications with Board of Directors:
 - Coordinate monthly board meetings by preparing agenda with board input, board packet and attending board meetings.
 - Between board meetings, inform the board of the status of district affairs through weekly updates.
 - Keep board informed of issues in which the district may have an interest.
- 2) Funding:
 - Actively seek out funding and write grant proposals that continue and maintain the work of the RCD at the level of operations directed by the Board of Directors, coordinating with the Project Managers in determining the scope and budget for any grant proposal to assure it fits with the mission, goals and expertise of the RCD.
 - Manage grant projects as needed.
- 3) Office Operations:
 - Administer and supervise all aspects of the District's office operations, including business and personnel files, and insurance.
 - Update personnel and financial policies.
 - Develop and update office procedures.
 - Determine equipment needs, and maintain district equipment.
- 4) Finances:

Coordinate with the Project Managers and financial advisor, to prepare:

 - Annual budgets, for board approval,
 - Monthly financial reports, including revenue and expenses,
 - Annual audits,
 - Any other information, including financial forecasts, required to keep the Board advised of the District's financial condition.
 - Supervise any outside services as required.

- 5) Compliance:
 - Ensure that statutes and government rules pertaining to or affecting District operations are followed.
 - Coordinate with legal counsel and auditors as required.
- 6) Planning: Create, maintain or update the District's:
 - Strategic/long range plan
 - Annual work plan
 - Annual report
- 7) Partner and Stakeholder Engagement:
 - Coordinate District involvement and assistance in a variety of programs and activities with the NRCS and other resource agencies.
 - Collaborate with a range of other conservation organizations within and outside of District boundaries to achieve mutual goals.
 - Work with appropriate officials at the local, county, state, regional, and federal levels to promote the needs and objectives of the District.
 - Maintain a cooperative relationship with all natural resource agencies operating within, or connected to, the district.
 - Administer and supervise the RCD's participation in watershed or community groups.
- 8) Education & Outreach Activities: Supervise, and implement as needed, the District's:
 - Educational activities (workshops, newsletters, pamphlets, etc.).
 - Outreach activities (press releases and other media contacts, etc.).
 - Promote the district within the community at all times.
- 9) Personnel:
 - Recommend selection of staff for board approval.
 - Assign staff to projects to insure successful completion of grant deliverables.
 - Provide leadership and guidance to staff.
 - With board representation, evaluate staff at end of probationary period and then on annual anniversary of hire date.
- 10) Contracts:
 - Develop, and assist staff in developing, contracts with funding sources, bid documents, contracts for contractor services and materials, memoranda of understanding and interagency agreements.
- 11) Other:
 - Other duties as assigned by the Board.

Qualifications

- Undergraduate degree in Resource Management, Natural or Applied Science, Public or Business Administration, or equivalent education and experience.
- Highly developed experience and knowledge in accessing funding sources, detailed grant writing, contract creation and interpretation, and fulfilling grant management requirements OR a masters degree in an appropriate field.
- Experience in administration, planning, budgeting, grant and fiscal management, preferably in the natural resource conservation field.
- Strong computer skills including: word processing, spreadsheets and desktop publishing.
- Highly developed and demonstrated supervisory management skills for directing individuals and group interaction.
- Ability to interpret and make decisions in accordance with laws, regulations, policies and procedures in the areas of local, state and federal grant funding.
- Excellent verbal and written communication skills. Ability to develop effective and comprehensive reports, correspondence and other written materials.
- Ability to work with people.
- Valid California driver's license, clean driving record, automobile insurance and ability to pass a drug-screening test.

Knowledge & Ability

- Watershed concepts and conservation techniques.
- Native plants, weed species, resource conservation practices, watershed concepts and vegetation management planning.
- Basic production agriculture and ranching practices, as used in the Northern California.
- Basic data analysis.
- Grant and/or contract management procedures.
- Computers, including ability to work with the full Microsoft Office Suite of programs and GIS.
- Modern office methods and practices including filing systems, reception and telephone techniques.
- Correct English usage, spelling, grammar and ability to read and write English.

Application

This position will be open until filled. To apply, please send a Cover Letter, Resume, and References in a single PDF file arranged in that order to admin@ftrcd.org. Inquiries may be addressed to this email or call at 530-927-5299.