

JOB POSTING

Mineral County Conservation District

16-20 Hours Per Week

Starting Wage: DOE

Schedule: Monday through Friday, hours may vary.

The Mineral County Conservation District is looking to fill the position of district administrator. This position is a part time position working for an elected board of officials.

Requirements

- Assess emerging issues and needs of Conservation District supervisors and make recommendations to the board for improvements to services to address issues or needs.
- Answer technical questions and provide policy interpretations to supervisors and staff about laws pertaining to district operations and administration to ensure compliance with responsibilities and duties established by state law.
- Develop orientation and onboarding programs to equip new supervisors with the necessary knowledge, skills, processes, and procedures. Proactively visit and provide support to landowners.
- Develop, modify, and assist with the establishment of internal programs and operational protocols.
- Develop and deliver relevant training programs on a variety of issues and subjects.
- Ability to communicate effectively, both orally and in writing, including a thorough knowledge of English grammar, spelling and punctuation rules.
- Ability to prioritize efforts, delegate tasks and efficiently manage time independently to accomplish a variety of tasks.
- Ability to work with persons from many other organizations, agencies and groups in a professional manner to project a favorable image of the district.
- Ability to use Apple (Mac) computer for word processing, data, and financial management. Google Experience Preferred.
- Attendance at night meetings or weekend activities will be necessary.
- Keeps minutes, follows up on action items to ensure that deadlines and other requirements are met.
- A valid driver's license is required. Travel outside the office and the county on behalf of the district will be necessary and will be reimbursed at the State rate.
- Knowledge of the Natural Streambed Preservation Act (310 Law) a must.
- Resource Management a plus

Minimum Qualifications (Education and Experience): Bachelor's degree in natural resources or public administration and or least 3 years of experience in a related position.

Required Knowledge, Skills and Abilities: Extensive knowledge of the theories, concepts, and practices of natural resource planning and management. Experience in organizational and workforce development, conflict resolution, communications, grant management, and developing and delivering training on a variety of subjects.

Send letter of interest, resume to mineralcd@macdnet.org

Position Opened until Filled