

**Lenawee Conservation District
District Manager
Job Posting**

The Lenawee Conservation District (LCD) is seeking a dynamic District Manager who will promote responsible natural resource and land use management in Lenawee County. This individual should have proven managerial skills, strong communication skills, excellent personal presence, and the ability to develop and administer budgets. The District Manager reports to the Board of Directors and is responsible for the District's consistent achievement of its mission and financial goals, as well as the day to day operations of the District. Qualified applicants should possess a bachelor's degree or equivalent experience in natural resources, business, education or a related field, and must pass a background check.

Application Directions:

Please submit a cover letter, resume, and three references to the Lenawee Conservation District by Wednesday, December 4th by postal mail or email to:

Lindsay Garrison, District Manager
Lenawee Conservation District,
1100 Sutton Rd. Adrian, MI 49221
Email: Lindsay.Garrison@mi.nacdnet.net

JOB STATUS: Lenawee Conservation District employee. Full-time position. May include evenings and weekends.

JOB DESCRIPTION: The District Manager reports to the Board of Directors and is responsible for the District's consistent achievement of its mission and financial goals, as well as the day to day operations of the District.

DUTIES:

Works with the Lenawee Conservation District Board of Directors:

- Manages the LCD office, programs and activities under the direction of the LCD Board.
- Ensures daily and overall implementation of LCD priorities.
- Understands Federal, State and local laws affecting the work of the District.
- Compiles background information to facilitate the decision-making and policy-making functions of the Board.
- Informs the Board of opportunities to advance their mission.
- Supervises other District employees, grant program employees and volunteers.
- Maintains accurate financial records and performs basic accounting procedures regarding District budgets and funds.

Interacts with local, state and federal agencies and local groups

- Assesses the need for conservation activities within the District and recommends actions and programs to meet those needs.
- Forms and maintains a cooperative relationship with natural resource agencies and other entities working in partnership with the District
- Coordinates requests for District assistance with local landowners, the NRCS District Conservationist and other resource agencies.

Develops plans of work, budgets and staffing needs

- Prepares the annual plan of work and proposed budget for and with the Board.
- Determines staffing needs and develops job descriptions.
- Develops a five-year resource needs assessment and reports on District progress toward its outlined goals.
- Implements the approved annual plan of work.

Assists in securing additional operations funds

- Identifies sources and recommends actions to the Board to secure operating funds.
- Identifies and prepares grant applications and partnership contracts with other agencies.
- Administers and provides fiscal oversight for all District projects.
- Produces reports on project activities and accomplishments.
- Recommends future activities and follow-up needed after completion.

Develops public information programs

- Initiates and directs a public information program through individual contacts, media exposure, newsletters and public appearances at civic groups, public schools, youth groups and service clubs as appropriate.
- Schedules articles for publication.
- Oversees newsletter, brochure and other publication design, publication and distribution.
- Represents the District appropriately at meetings with agencies and citizen groups.
- Responds to questions from the public on resource-based issues.

Maintains records, reports and minutes

- Maintains records and prepares reports for submission to the Board and others.
- Prepare and submit reports to grantor(s) as required to maintain operations and grant agreements.
- Maintains District bookkeeping and budgeting records and accounts.
- Maintains records of District equipment and facilities.

Supervision and Evaluation

- The Lenawee Conservation District, Board of Directors oversees the District Manager.
- The District Manager will directly supervise, with guidance from the Board, all employees - part time, full time, and volunteers.
- The District Manager must be bondable and must pass a Federal Security Background Investigation.
- Performance review will be conducted annually.

QUALIFICATIONS:

The successful candidate must meet the following qualifications:

- A Bachelor's degree or equivalent experience in natural resource and/or education-related fields.
- Public speaking and presentation skills and comfort with groups of different sizes.
- Clear, concise communication skills.
- Experience with basic accounting principles and practices.
- Working understanding of basic natural resource principles.
- Computer skills including Office and QuickBooks.
- Ability to research, compile and distribute information.

- Ability to manage complex projects independently.
- Efficiency in organizing and completing multiple tasks.
- Ability to perform strenuous physical activities at times such as lifting 50 lbs., hiking, climbing, and wading while carrying equipment or tools.