**Mason Valley & Smith Valley Conservation Districts**

**District Manager – Job Announcement – October 2024**

**Position Description**:

# Responsible for managing, coordinating and directing all operations, staff, projects and business activities the Districts are involved with.

## Essential Functions:

* Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews project progress and budget; directs the recruitment of staff; conducts performance evaluations of staff.
* Organizes and plans Board of Supervisor meetings, ensures compliance with Open Meeting Law, generates and posts meeting agendas, records minutes.
* Performs all administrative functions such as timekeeping, payroll, annual reporting, herbicide usage, vehicle usage, and paying bills.
* Works closely with the Board and staff to develop budgets, project priorities and short- and long-term goals. Keeps the Board, reporting and funding agencies updated on project milestones and District activities as needed.
* Manages, monitors and documents river restoration projects, noxious weed control, riverbank stabilization~~s~~, hazardous tree removal and other District projects.
* Research grant funding opportunities, manage all required permitting, oversee project budgets, bidding & contracting and performs all grant administration.
* Assures the District complies with all applicable NRS/NAC requirements related to bidding & procurement, open meeting laws, OSHA safety regulation, etc.
* Works closely with State & Federal agencies such as NV State Conservation Commission, NV Div. of Environmental Protection (NDEP), State Lands Division, NV Div. of Forestry (NDF), NV Div. of State Parks, NV Dept. of Agriculture (NDA), NV Dept. of Wildlife (NDOW), NV Dept. of Transportation (NDOT), US Army Corps of Engineers (USACE).
* Will be required to work in the field to complete site walk throughs, project construction progress evaluation, final inspections, spraying of herbicides and other applicable duties.
* Researches, writes and manages multiple grants funded from a variety of agencies.
* Analyze proposed State and Federal legislation and work closely with other Conservation Districts, Conservancy Districts and County Commissioners as needed to evaluate and understand administrative regulation changes that may impact the District’s operation.
* Manages the District’s fleet, equipment and tools.
* Represents the District at various public meetings and professional association meetings as necessary to help keep the public and granting agencies up to date on District activities.
* Develops and maintains up to date inventories such as herbicide quantities purchased, distribution to users and location of application, tools, field and office equipment.
* Must be willing to work with a flexible schedule depending on project demands, weather, public meeting schedules and program deadlines.
* Must be able to communicate effectively with District staff, with permitting agencies and with landowners where Right of Access must be obtained & maintained for project construction.

## Preferred Skills

* Work experience in natural resource management, conservation, construction or a related field.
* Knowledge of bioengineering, riverbank stabilization, and construction plans and projects.
* Knowledge of State and Federal permitting requirements, environmental and cultural compliance, bidding procedures, and Best Management Practices (BMPs) for project implementation.
* Supervisory experience.
* GPS/GIS mapping experience and data management.
* Landscaping and erosion control.
* Experience working with government funded grants.
* Noxious weeds identification, Integrated Pest Management (IPM) and herbicide application.

## Education and Experience requirements:

* Bachelor’s degree in science, agriculture and/or a combination of education and experience to successfully perform job duties.
* Must be able to pass a background check/fingerprinting and drug test.
* Grant writing and administration (or willingness and ability to learn within one year).
* Computer and communication skills are necessary. Microsoft 365/Office programs, Outlook, Adobe, Zoom/Teams, etc.
* Google Earth Pro, ArcGIS, QGIS, onXmaps, Gaia, Garmin, or other similar GPS/GIS programs (or willingness and ability to learn within one year).
* Valid driver license.
* Willingness to work a flexible schedule.

## Benefits and compensation:

* Starting salary is $55,000-$65,000 per year (DOE).
* Four hours paid personal time off (PTO) every two weeks.
* Health insurance reimbursement.
* District vehicle for daily use on District tasks only.
* State Holiday leave.
* Reimbursement for Job Required Licensing.
* Six-month probationary period and annual performance review.

## Physical Demands & Working Environment:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

* Ability to work onsite in a typical office setting and field construction settings, typically 40 hours per week, and use of office and construction equipment.
* Strength to lift and carry up to 50 pounds.
* Ability to traverse uneven terrain, riverbanks & streams with flowing water and construction sites.
* Ability to read printed materials, complex construction drawings and computer screens.
* Ability to communicate verbally and in writing.

## Work is subject to exposure to extreme weather conditions, hazardous chemicals, dust, heavy equipment noise and exposure to high river flows.

**Special accommodation necessary to complete interviews and job duties are available upon request.**

**This announcement is subject to close at any time or if the position is filled.**

Please submit resume, cover letter and a list of professional references to: The Mason and Smith Valley Conservation Districts

775-463-2265 Ext. 3111

513 West Bridge St. Suite G.

Yerington, NV 89447 Or

Email to: mvcd.svcd@gmail.com