



Promoting the Wise Use of All Natural Resources

P.O. Box 837  
351 7<sup>th</sup> Street  
Meeker, CO 81641  
Phone (970) 878-5628, Ext. 4

## **Job Description and Employment Information**

**JOB TITLE: District Manager**

The District Manager is a full-time position reporting to the Executive Director (ED) and is responsible for the organization's consistent achievement of its mission through the following activities.

### **RESPONSIBILITIES:**

#### **In Administration, the District Manager will:**

1. Be the first point of contact and general correspondent for the public and partnership organizations
2. Make daily decisions about district operations and resolve problems appropriately
3. Maintain accurate and timely district records, reports, etc.
4. Maintain a well-organized filing system and professional office
5. Prepare agenda and record minutes for board meetings
6. Conduct board elections
7. Write and administer grants in an accurate and timely manner
8. Assist ED in administrative activities

#### **In Program Development, the District Manager will:**

1. Assist ED in implementation of the Annual Plan of Work currently focused on Rangeland Health, Water, Wildlife, Forest Health, and Reclamation.
2. Manage district sales and rental programs
3. Organize and promote special events
4. Coordinate and host a variety of meetings and workshops

#### **In Communications, the District Manager will:**

1. Initiate and implement publicity efforts for the District: newsletter, web site, social media, press releases, etc.
2. Maintain, establish, and advance partnerships with NRCS and other local, federal, and state agencies and organizations.

#### **In Policy Development and implementation, the District Manager will:**

1. Assist ED in the development and implementation of natural resource and management policies
2. Assist the ED in educating and influencing public policy as directed by District Policy
3. Participate in meetings to convey District policy

#### **In District Performance, the District Manager will:**

1. Assist ED in developing and implementing the mission of the Districts through other assigned duties

## **MINIMUM REQUIREMENTS:**

- Understanding of agricultural and conservation issues
- Demonstration of:
  - self-motivation and self-direction in the workplace
  - professionalism
  - good inter-personal and customer service skills
  - good organizational and multi-tasking skills
  - good oral and written communication skills
- Proficient in Microsoft Office Software
- Maintain confidentiality of cooperator business and records
- Driver's license and use of personal vehicle for required travel
- High School Diploma. Higher education is an advantage.

## **EMPLOYMENT INFORMATION:**

This is a full time position. Meetings and events will require some work outside of normal hours and occasional overnight travel is required.

**Compensation** – Commensurate with experience and aptitude

### **Benefits Summary:**

- **Holidays** – Paid federal holidays recognized by the Natural Resources Conservation Service as paid holidays.
- **Annual Leave** – All full-time employees shall earn annual leave at the rate of one-half day (4 hours) per pay period. Annual leave is earned from the first day of employment and may be used beginning six months after the first day of employment.
- **Sick leave** – All full-time employees shall accrue sick leave at a rate of 3 hours per pay period beginning with the first day of employment. Sick leave may be used beginning one month after the first day of employment.
- **Medical and Dental Insurance** – Employee's monthly health insurance premium is paid by District. Employee has option for family insurance premiums to be paid at 50%.
- **Other benefits** – Workers' Compensation, Unemployment and General Liability insurance will be provided by the District.