Lingle Ft. Laramie Conservation District
Job Description
District Manager

General Position Information

This is a ***part-time, hourly, non-benefited position***. Starting wage range is $16.00-20.00/hour depending on experience. The District Manager position typically requires 20-30 hours of work per week. The District Manager must possess a valid driver's license, be insurable under the District's insurance policy, and bondable. This position is an employee of the Lingle Fort Laramie Conservation District (LFLCD).

General Responsibility

The employee shall be a representative of the Lingle Ft. Laramie Conservation District (LFLCD), in conjunction with the Board of Supervisors. The employee will coordinate all District activities with all entities involved. The employee shall oversee the day-to-day operations of the District and shall conduct business therein. The employee will carry out policies and operate within the guidelines set forth by the Board of Supervisors. The employee is encouraged to make recommendations to the Board to ensure that District policy is carried out and that the wise use of our natural resources is promoted as effectively and efficiently as possible.

Principal Duties

1. Oversees all district programs and directs the work of district personnel (if applicable) to ensure annual and long-range goals are being met.
2. Reviews and updates the District's policy book and position descriptions for Board of Supervisors as needed.
3. Assesses the need for conservation work within the district in cooperation with various federal, state and local agencies. Recommends actions and programs to the board to meet these needs. Maintains a cooperative working relationship with all natural resource agencies.
4. Identifies sources and recommends actions to the board to secure operating funds for the district. Administers district grants, donations and agreements and coordinates with staff to keep them informed of status of grants.
5. Implements a successful public information and education program Responsible for developing quarterly newsletter, annual district newspaper inserts, brochures, advertisements, flyers, etc. and maintains a computerized District mailing list.
6. Ensures the proper maintenance and use of all district equipment and facilities. This may include the set-up, calibration, transport and maintenance of district-owned drill and light maintenance, cleaning, and upkeep of the District office and facilities.
7. Coordinates request for district assistance with the NRCS District Conservationist and other appropriate resource agencies.
8. Monitors and informs the Board of Supervisors of state and national legislative issues that affect conservation districts. Contacts legislators on the Board of Supervisor's position of these issues as needed.
9. Keeps Board of Supervisors informed of issues which the district may have an interest in. Compiles background information to facilitate the decision-making and policy-setting function of the district Board of Supervisors.
10. Prepares and compiles materials for the monthly Board of Supervisors meetings, including agendas, correspondence, minutes, and other information.
11. Develops the district's annual Plan of Work, Long Range Plan and Annual Report to present to the Board of Supervisors for approval.
12. Attends monthly District Board meetings, annual State Convention, area meetings, and other meetings as directed and desired if approved by Board of Supervisors.

13. Serves as the office manager for the LFLCD, including duties such as greeting and directing telephone and in-person constituents, proofreading documents, maintaining the District website and social media pages, maintaining a filing system, managing office supply inventory, and other duties as necessary.
14. Have accounting oversight and work with independent bookkeeper regarding administrative expenses.

Required Knowledge, Skills and Abilities
- Works well with people, both the general public and other stakeholders.
- Good communication skills, both verbal and written. Special proficiency in article, grant, and report writing.
- Experience with computers, Microsoft Office programs, QuickBooks Pro and/or typing and other clerical work.
- Strong agricultural background and or agriculture-related exposure through schooling or work experience to understand resource terminology.
- Administrative and organizational skills.
- Willingness to work outdoors in all weather conditions.
- Willingness to learn and advance education through attending training workshops and meetings.
- For travel involved in job, ability to be away from home occasionally overnight and for longer than normal workday; valid driver's license required.
- Develop an understanding of and foster the relationship between the Conservation District, Natural Resources Conservation Service and other cooperating agencies.
- Become able to accurately explain the goals, objectives, policies and programs of the Conservation District, as well as its function and responsibilities as dictated by state law.
- Ability to work independently.
- Must pass a background check.

Preferred Knowledge, Skills and Abilities
- Bachelor's degree in resource education, agriculture, or equivalent experience.
- Knowledge related to grant discovery, application and follow-up reporting.
- Knowledge related to Special District administration such as accounting, public records, meetings, etc.

Supervision
The Lingle Ft. Laramie Conservation District will establish priorities. Supervision will be under the direction of the Board of Supervisors Chairman.

Evaluations
Performance of each duty in this position will be evaluated against the requirements for the position. Evaluation of performance will be conducted annually by the Board of Supervisors.

At-will position
This position is an at-will position that exists only under the direction of the LFLCD Board of Supervisors. No contract is implied or intended. The LFLCD may terminate this position at any time.

Lingle Ft. Laramie Conservation District is an Equal Opportunity Employer