



215 Executive Ct, Suite A
Yreka CA 96097
530-572-3120
www.svrcd.org

JOB POSTING: DISTRICT MANAGER

Employer: Shasta Valley Resource Conservation District

Work Location: Main office in Yreka, Siskiyou County, California

Status: Non-Exempt/ 20-30 hours/week, varied; opportunity for full-time with project management responsibilities added

Compensation: \$28.00-\$35.00/hour

Benefits: Deferred Compensation; PTO; Cell phone allowance

Posting Date: December 10, 2020

Start Date: Open until filled First review of applications will occur on January 13th, 2021.

Organizational Background

The Shasta Valley Resource Conservation District (SVRCD) is a non-regulatory, local government entity empowered to manage soil, water, fish and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The SVRCD covers 1/3 of Siskiyou County, including the mid-Klamath River, Shasta River, Upper Sacramento River, and Upper McCloud River watersheds. Our mission and vision set our goals, objectives and focus our efforts with local direction from our Board of Directors. Our mission is to work with interested landowners on a voluntary basis to enhance the management and sustainable use of natural resources in order to ensure the long-term economic viability of the community. The SVRCD is almost exclusively short-term (1-5 years) grant and contract funded, with no local tax revenue. The SVRCD has an annual budget of ~\$1 Million and a small team with experience and expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, fundraising, and administration, and is governed by an all-volunteer board of directors. We offer a friendly and flexible work environment where dedicated professionals work together as a team to benefit our community and its natural resources. For more information visit our website at: www.svrcd.org.

Position Description

The District Manager is the chief manager of the District, reporting to the Board of Directors, and is responsible for the funding and management of the District's operations and finances consistent with the strategic plan, goals and objectives, and policies and procedures established by the Board. This is an hourly part-time position; rate of pay is commensurate with experience and education. The District Manager may have the option to supplement their hours (up to a maximum of 40/week) by managing projects in addition to DM responsibilities.

Essential Functions

- Actively seek out and write grant proposals, procure direct contracts and develop fee-for-service programs that continue and maintain the work of the District at the level of operations directed by the Board of Directors.
- Administer and/or supervise all aspects of the District's office operations. This includes business and personnel, insurance, policy and procedure updates, records, annual report, coordination of monthly Board meetings, office space or capital equipment needs, updates to the Board, and any other administrative activities pertaining to the operation of the District.
- Provide support to Finance Manager for the preparation of annual budgets, timely revenue and expense reporting, financial forecasts, audits, and any other information required to keep the Board advised of the District's financial condition. Supervise any outside services as required.
- Ensure that statutes and government rules and regulations pertaining to or affecting District operations are followed. Coordinate with legal counsel and auditors as required.
- Create, maintain or update the District's strategic plan and annual work plan.
- Administer and supervise the District's participation in watershed or community groups. Serve as primary spokesperson and public representative for the District.
- Coordinate with Project Managers to oversee grants and project work, including budgets, timelines, and deliverables. Approve invoices and assign costs to various projects. Support Project Managers with reporting needs and review reports.
- Supervise the District's outreach, educational, and field activities.
- Select, manage, and evaluate the personnel required to accomplish the District's objectives and responsibilities. Act as lead liaison to the Board of Directors on personnel matters. Provide leadership and guidance to District personnel as necessary.
- Support the Project Managers and Project Coordinators in the preparation of contracts with funding sources, bid documents, and contracts for contractor services and materials.
- Maintain and enhance the District Board of Directors' working relationships with appropriate officials at the local, county, state, regional, and federal levels to further promote the needs and objectives of the District.
- Promote the District and successful projects implemented by the District within the community and with the media. Coordinate with Project Managers to prepare press releases promoting District projects and activities.

- Other duties as assigned by the Board of Directors.

Required Qualifications, Knowledge, and Abilities

A combination of higher education and experience that provides the knowledge and ability to oversee and guide the District according to its mission and direction of the Board of Directors is required. Minimum educational requirement is a B.S. or B.A. and 3 years of experience in management.

- Experience in an upper level management position at a Resource Conservation District or comparable 100% grant funded organization
- Displays strong written and verbal communication skills and presentation skills
- Experience in budget and fiscal management
- Proven successful grant proposal preparation
- Has Strong Microsoft Word and Excel skills
- Ability to work collaboratively with staff, funders, individuals, organizations, and agencies.
- Possesses a vehicle, valid driver’s license, good driving record, and proof of insurance.
- Ability to juggle competing priorities, adapt to organizational needs, and remain flexible in a dynamic, team-oriented work environment.
- Available the second Wednesday monthly to attend Board of Directors meetings (6:30PM to 9:00PM).
- Ability to travel throughout the District and to other locations which may include overnight stays

Preferred Qualifications, Knowledge, and Abilities

- Knowledge and understanding of the Shasta Valley and its agricultural community.
- Knowledge of or degree in a discipline that fits within the SVRCD such as Ecology, Agriculture, Forestry, Fisheries, etc.

Work Environment

Work is performed in a professional office environment shared with US Department of Agriculture’s Natural Resources Conservation Service. Office tasks include operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets. Moderate noise levels. The office space is leased from US Department of Agriculture, and we work closely with the Natural Resources Conservation Service. Field work may include work in forests, active cattle ranches and farms, riparian, stream and river environments and other natural environments throughout the SVRCD district.

Physical Requirements

Ability to frequently remain in a stationary position; operate a computer and other standard office equipment; visual capacity to review and edit documents; converse by telephone and in person. Some bending, lifting up to 30 lbs., and grasping. Field work will be on varied uneven terrain and in varied weather conditions.

Compensation/Benefits

The District Manager compensation range is \$28.00-\$35.00/hour DOQ. Benefits for this position include paid time off, deferred compensation allowance, and cell phone allowance.

How to Apply

Please submit a cover letter, resume, and three (3) references to Ethan Brown, Interim District

Manager shastavalleyrcd@snowcrest.net with “District Manager” in the subject line. This position will remain open until filled. **No phone calls please.**

Shasta Valley Resource Conservation District is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.