



Western Shasta Resource Conservation District

6270 Parallel Road

Anderson, CA 96007

530-365-7332

<http://www.westernshastarc.org/>

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## District Manager Vacancy Announcement

May 15, 2019

**Position Title:** District Manager, Western Shasta Resource Conservation District

**Status:** Full-time, At Will, Hourly Position

**Application Deadline:** Open Until Filled

**Compensation:** DOE:  
\$34.02-\$41.35 per hour  
\$70,764.34 - \$86,014.50 per year

**Benefits:** Paid medical insurance, employer match IRA, paid vacation and personal time off, paid holidays, cellphone stipend

### Position Description

The District Manager (DM) is the chief administrative officer of the Western Shasta Resource Conservation District (WSRCD), and reports to the Board of Directors. The DM is responsible for managing and directing internal business operations of the District consistent with the goals and objectives, and policies and procedures established by the Board. The DM reports to a 5 to 7-member Board of Directors and serves as the public face of the District to a large and varied group of agricultural, environmental, regulatory, and academic/research communities, as well as the public at large. The position requires a strong and broad-based knowledge of natural resources, project and fund development skills, self-direction, strategic thinking, collective leadership style, and problem-solving skills to carry out WSRCD's mission. The DM is expected to carry out his or her duties within a 40-hour work week. Attendance is required at occasional evening and weekend activities, and some out-of-town travel may be required.

### Organization Summary

Western Shasta Resource Conservation District is a non-regulatory, local special district whose mission is to serve the community in the conservation, protection, restoration, and enhancement of natural resources throughout Western Shasta County. Shasta County population totals approximately 200,000 and includes the cities of Redding and Anderson. The

county contains a wealth of private and public forest land, numerous rivers and streams, abundant fish and wildlife populations, and a wide variety of recreational opportunities. WSRCD currently employs between 11-18 staff persons and has an annual operating budget of approximately \$3 million. Grant funding will continue to be used when available, however, going forward the goal is to make fee-for-service the principal source of operational funds. To learn more about the District, visit <http://www.westernshastarc.org/>.

## **Duties**

- 1) Actively seek out and supervise the development of service contracts and grant awards to continue to grow, and to maintain, the work of the WSRCD at the level of operations directed by the Board of Directors. Coordinate with staff Project Managers in determining the scope and budget for any contract agreement or grant proposal to assure it fits with the mission, goals, expertise and staffing levels of the WSRCD.
- 2) Administer, supervise, and coordinate 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.
- 3) Administer and supervise all aspects of the District's office operations. Office operations include supervising Fiscal and Administrative Officers and providing leadership and guidance for completion of assigned duties.
  - a) Administrative oversight includes:
    - i) Coordinating the preparation of District Financial Statements and Meeting Agenda for monthly Board meetings.
    - ii) Completion and submission of all project reporting and invoicing
    - iii) Updating of financial and personnel policies as needed
    - iv) Assuring probationary reviews and annual performance reviews are completed on all personnel
    - v) Maintenance of all business and personnel files
    - vi) Developing an annual work plan and report
    - vii) Overseeing office work space and capital equipment needs
- 4) Monitor budgets vs. actual expenditures and operations to insure the undertaking is completed on time and within budget. Insure that project record keeping is compliant with audit requirements.
- 5) Ensure that statutes and government rules and regulations pertaining to or affecting District operations are followed. Coordinate with legal counsel and auditors as required.
- 6) Maintain and enhance the WSRCD's working relationships with officials at the local, county, state, and federal levels to further promote the needs and objectives of the District. Work collaboratively and represent the District both regionally and statewide.
- 7) Promote the District and projects implemented by the District within the community and with the media. Coordinate with Project Managers in the preparation of press releases promoting District projects and activities.
- 8) Other duties as assigned by the Board.

## **Desired Qualifications**

- 1) Undergraduate degree in Natural Resource Management, Natural or Applied Science, Public or Business Administration, or equivalent education and experience. Graduate education in any of the aforementioned disciplines is preferred.
- 2) Experience and knowledge in accessing funding sources, grant writing, budget development, contract creation and interpretation, project management, and grant management.
- 3) Five years progressive experience in administration, planning, budgeting, grant and fiscal management, preferably in the natural resources conservation field.
- 4) Demonstrated supervisory and management skills for directing individuals and group interaction.
- 5) Excellent verbal and written communication skills. Ability to develop effective and comprehensive reports, correspondence and other written materials.
- 6) Knowledge of agriculture, natural resource, and land use issues in Shasta County.
- 7) Experience working with a Board of Directors

## **To Apply**

To apply, send a cover letter stating your interest in the position along with a resume, a minimum of three professional references with contact information, and a brief response to the supplemental questions below. Send application materials to Kelli England at [kengland@westernshastarc.org](mailto:kengland@westernshastarc.org) with the subject line "District Manager Application".

### **Supplemental Questions:**

- 1) Tell us why you are interested in becoming District Manager for WSRCD.
- 2) Describe your abilities and experiences in serving a diverse community constituency and multiple agency partners.
- 3) Describe your leadership style and experience in managing a diverse team of professionals. What do you believe are the key factors to maintain a positive and productive working relationship with individuals you manage?
- 4) Describe any experience you have working with a Board of Directors.