

Title: District Administrator**Job Type: Part- or Full-Time**

Overview of Position: The District Administrator (DA) is an employee of the Green Mountain Conservation District (GMCD). The GMCD is a subdivision of state government and receives revenues from real property taxes. The DA reports to a Board of Supervisors. The DA provides administrative, communications, and technical services, and manages the regular operations of the GMCD office (located at 2952 MT HWY 200, Trout Creek, MT, 59874).

Duties & Responsibilities:

- Maintains regular operations of the GMCD office and provides administrative and communications support to the Board of Supervisors.
- Serves as a liaison with the community and coordinates GMCD activities with other local, state and federal agencies and organizations.
- Processes and issues 310 perennial stream permits according to established procedures and laws.
- Prepares documents, financial data, monthly and annual reports, and filings.
- Performs bookkeeping, budgeting, and payroll functions.
- Attends monthly board meetings, and prepares and posts agendas and minutes to ensure proper notice and documentation of all public meetings.
- Prepares project and funding proposals.
- Manages grant cycles for application deadlines, reporting requirements and reimbursements.
- Administers GMCD funded cost-share programs and promotes programs to Sanders County landowners.
- Manages content for website, social media, press releases, newsletters, and other communications.
- Organizes and implements event planning and workshops.
- Performs other related duties as assigned.

Work Environment:

- Work environment will primarily be a self-regulating office setting, but may also include field work / site visits conducting 310 inspections, leading outdoor education and outreach program, supporting watershed restoration work, and other duties as assigned.
- Outside activities can require walking over uneven terrain. Must be able to lift objects over 25 pounds and be physically fit for some potential fieldwork.
- Duties will require occasional travel, attending monthly evening meetings, annual multi-day state conventions and some weekend events.

Qualifications:

- Postsecondary degree in related field OR high school diploma and five years of related professional experience.
- Experience with Microsoft Office Suite (required), QuickBooks (or willing to learn), WordPress (or willing to learn), Mapping/GIS (or willing to learn), etc.
- Knowledge of conservation practices and natural resource permitting, in particular familiarity of the Montana Natural Streambed and Land Preservation Act (310 Law), or willingness to learn.

A successful applicant will demonstrate:

- Administrative experience including a proficiency in budgetary tracking, reporting, and scheduling.
- Excellent written, verbal communication and presentation skills.
- Talent to foster effective partnerships with landowners, other Conservation Districts, USDA and State agency personnel and other stakeholders
- Aptitude for problem solving and creative dialogue to address differing or conflicting viewpoints.
- Ability to work independently, stay organized, self-motivate, and prioritize tasks.

Job Compensation:

- Compensation will be hourly, starting at \$15-20/hr depending on experience.
- Funding for this position is confirmed for up to 20 hrs/wk, with opportunity for growth depending on aptitude, employee preference, and funding opportunities.

Benefits:

- *Paid sick and annual leave:* After probation period of 6 months, based on percentage of full-time equivalent.
- *Holidays:* Eleven paid holidays a year are offered, based on percentage of full-time-equivalent.
- *Compensation time:* Position is eligible to earn either overtime or compensation time, based on percentage of full-time equivalent.
- *Medical:* A medical stipend is offered after probation period of 6 months.

Policy: Employees shall abide by the GMCD Employee Handbook and the Laws Pertaining to Montana's Conservation Districts.

In compliance with the Americans with Disabilities Act, the District provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Green Mountain Conservation is an Equal Opportunity Employer.

To apply: Submit a resume, at least three references, and application by December 15, 2021. The application should consist of responses to the following, in the format of your own choosing:

- What is your experience with natural resource permitting?
- What do you see as the biggest issues facing natural resources, particularly in Western Montana?
- Describe one or more past work experiences that you feel have qualified you for this position.
- What is your experience or approach to working with a board?

Applications may be submitted by email to gmcd@blackfoot.net or mailed to PO Box 1329, Trout Creek, MT, 59874.