

Montcalm Conservation District

77 South State Street
Stanton, Michigan 48884
(989) 831-4606 Ext 5
www.montcalmcd.org

Job Posting: District Manager

The Montcalm Conservation District is looking for an individual with administrative and financial management experience. Candidate should demonstrate good communication skills and ability to work with the public. Knowledge of Quickbooks and a background in natural resources is highly desired.

40 Hours per week \$41,600.00 to \$49,920.00 starting salary commensurate to experience. Benefits include annual leave and sick leave allowance. Federal paid holidays and health insurance stipend. Deadline for application is April 26, **2019 @ 4:00p.m.**

Send resume, cover letter and reference to Montcalm Conservation District, 77 South State Street, Stanton, MI 48888. Attn Personnel Committee.

Montcalm County District Manager Job Description

1. **Convey the District Mission:** Protecting Montcalm County's natural resources through education, outreach and partnerships.
2. **Administer the business of the District:** Responsibilities include but not limited to, payroll, paying taxes, paying bills, develop, maintain and follow annual budget, draft agenda and take minutes at board meetings prepare audits act as a purchasing agent for the District, support District Programs. Support day to day operations and all directives from the Board of Directors.
3. **Prepare and execute Annual Tree Sale:** order trees prepare tree order forms, mail tree order forms, coordinate seedling pickup, packaging and distribution.
4. **Act as a main point of contact for the District:** Answer phones and act as lead receptionist in the office, handle correspondence, attend meetings as District Representative, oversee planning of public event and community outreach, build, communicate and maintain partnership relations, prepare annual report, maintain District website and social media sites.
5. **Maintain compliance with State directives,** Administer grants and ensure that all grant requirements are met, and reports submitted to appropriate agencies. Attend conferences, develop and prepare for annual meeting and carry out all requirements for election of Board members. Compile and update policies and procedures for the District.

Required Criteria

Valid Driver's License

Ability to pass federal background check

Working as a team

Work as a team in a structured office environment.

Montcalm Conservation District is an equal opportunity employer and program provider.