



Mecosta Conservation District

18260 Northland Drive
Big Rapids, MI 49307
231-796-0909 Ext. 3
www.mecostacd.org

Job Posting – District Administrator

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

40 hrs. per week, \$17 - \$20/hr. starting wage commensurate with experience.

Benefits include: annual and sick leave allowances, Federal paid holidays (10), and health insurance options

Deadline for application is Friday, July 26, 2019. Start date is Monday, September 30, 2019.

Send resume, cover letter and references to Charmaine Lucas at charmaine.lucas@mi.nacdnet.net or by mail to the address above.

Mecosta Conservation District Administrator Job Description

- 1. Convey the Conservation District Mission:** “To provide educational and professional assistance to the public to enable them to make informed decisions regarding the natural resources of Mecosta County.”
- 2. Administer the business of the District:** Responsible for payroll, paying bills, paying taxes, completing/submitting state and federal monthly/quarterly reports, banking, prepare bi-annual audit, prepares, maintains and follow budget, draft agenda and take minutes at board meetings, act as purchasing agent for the District, support for District programs: Annual Household Hazardous Waste Collection, Michigan Agriculture Environmental Assurance Program (MAEAP), Forestry Assistance Program (FAP), Michigan Invasive Species Grant Program (MISGP), Annual Fall and Spring Seedling Sale, Annual Michigan Native Plant Sale, day to day operations, and all directives from the Board. Provide support to partners: USDA, MDARD and MDNR.
- 3. Personnel Management:** Create job descriptions, posts jobs; schedule and participate in interviews; implement hiring and firing based on Board decisions; prepare work and severance agreements; provide staff with office and field supplies; delegate tasks to appropriate staff
- 4. Act as the main point of contact for the District:** Answer phone and act as lead receptionist in office; handle all correspondence, attend meetings as District representative, oversee planning of public events and outreach; build, communicate, and maintain partner relationships; prepare newsletters (2 annually), maintain District website and all forms of social media.
- 5. Maintain compliance with State directives:** Administer grants and ensure that all grant requirements are met, and reports submitted to appropriate agencies; attend Michigan Association of Conservation District (MACD) conferences (2 annually); develop and prepare for annual meeting and carry out all requirements for election of Board members; compile policies and procedures for the District
- 6. Secure Funding for District Operations:** Assist with delivery of the seedling sales (two annually) and native plant sale (one annually), seek additional sources of funding (i.e. grants, millage proposal, requesting funds from public or private entities).

Required Criteria:

- Valid driver’s license
- Ability to pass a federal background check
- Experience working in a structured office environment
- Working as a team

Mecosta Conservation District is an equal opportunity employer & program provider.