



Gogebic Conservation District

Natural Resource Building

500 N. Moore

Bessemer, MI 49911

Vacancy Announcement for Conservation District Manager

The position is located in Bessemer, Michigan in Gogebic Conservation District Office, 500 N. Moore, Bessemer, MI 49911. Travel outside of county is sometimes required. The District Manager is responsible for the day-to-day operations of Gogebic Conservation District including organization and supervision of office operations and staff, coordinating District programs and activities, workshops, etc. and under the direction of the Board of Directors. In addition, the District is responsible for Soil Erosion and Sediment Control (SESC) permit administration for Gogebic County. The District Manager is required to be the permit agent for the SESC program which requires he or she to be certified through a training program to conduct this work.

Primary Duties

- Identify and secure short and long-term funding for District programs
- Record and prepare board meeting minutes.
- Prepare and submit required monthly and annual financial reports to the Board.
- Coordinate arrangements for the annual public luncheon/dinner and Board elections.
- Coordinate profitable Tree and Shrub sale.
- Implement Board directed policies.
- Complete training to be certified as an agent for the Soil Erosion and Sediment Control program and administer the program for Gogebic County.

Public Relations

- Represent the District in public appearances to inform the public, conservation partners, and local units of government regarding Gogebic CD programs and services.
- Serve as the District contact for other organizations and attend relevant meetings.
- Coordinate and strengthen conservations partnerships within the community.

Information and Education

- Assist in planning District workshops, field projects, and informational booths at local fairs.
- Coordinate District educational services with local schools, groups, and organizations.
- Manage the process of providing scholarships associated with natural resources education to school teachers and students in Gogebic County.
- Direct the development of materials promoting District programs.
- Conduct public education on invasive species and organize outdoor events to control infestations.

Grants

- Direct the proposal preparation, application for, and implementation of any grant-funded programs or Programs or projects which may be available to the District as directed by the Board.
- Assist when requested to perform in-the-field work associated with grant research/preparation and

implementation.

- Meet with relevant individuals to secure and coordinate grant funds including out of county meetings where required.
- Recommend appropriate grant programs to the Board.
- Find, identify, and control invasive plants within the scope of grant agreements. Control methods would primarily include pulling, digging, and cutting, but may include limited herbicide application.

Financial Responsibilities

- Record all financial transactions associated with the CD’s accounts.
- Identify, evaluate and pursue relevant sources of funding for District programs.
- Record fee-for-services revenue from County government.
- Manage grants to maximize revenue and minimize out-of-pocket costs.
- Prepare and annual operating budget for the Board and provide periodic updates in accordance to Michigan and Federal Department of Agriculture standards.
- Prepare and coordinate financial reviews and biennial audits as required by law and/or contractual agreements.
- Coordinate financial requirements for various grant programs, including reporting and budgeting.

General Office Management Responsibilities

- Answer phone, take messages, and assist customers and/or people seeking information.
- Administer and update the CD Facebook or web page as needed.
- Maintain a clean, well-organized, and professional appearing office.
- Maintain office hours for at least 16 hours per week unless District responsibilities require presence elsewhere.

Qualifications

Some general knowledge of natural resources management and conservation. Strong analytical, verbal, and written communication skills. Proficient computer skills. Ability to work cooperatively with individuals and groups. Ability to conduct fieldwork in unimproved natural areas and/or forested lands in all types of weather conditions. Self-motivated and self-directed. Valid driver’s license. Ability to achieve and maintain certification as the Soil Erosion and Sedimentation Control Permit Agent for Gogebic County.

Additional Qualifications (Preferred)

Experience in managing projects, customer service, and reporting. Experience in writing and administrating grants. Familiarity with conservation programs such as forestry management, aquatic resource management, and invasive plant species control. Proficient with business computer software. Familiarity with QuickBooks or similar accounting software.

Supervision

The District Manager works under the direct supervision of the Gogebic Conservation District Board of Directors.



Compensation

Job Type: Part-time

Minimum \$15.00 per hour for nominally 16 hours per week for basic District duties not related to active grants or agreements. These hours should be set as "office hours" to answer phone inquiries, respond to mail or emails, and attend to Conservation District business including monthly meetings, and work on grant proposals. Some flexibility to conduct paid work on District duties and grant work can be done at home, if necessary.

Considerable additional pay is available with work associated with grant administration and any grant associated field work. While engaged in duties that billed to extant private, State or Federal grants or agreements (Forestry Assistance Program Grant), the District Manager shall receive an hourly remuneration of \$18.00 per hour subject to reimbursement of the Manager's labor claims by MI Dept of Agriculture and Rural Development or other agencies on submitted invoices, payable by reimbursement. Other grants may require alternative pay rates for Manager's labor claims.

Reimbursement for travel mileage at the current federal mileage rate and any costs associated with travel for District business or grant requirements including lodging and meal costs.

To Apply:

Send Resume, Cover letter, and three (3) references to:

Gogebic Conservation District, ATTN: Chairman Wojcik, 500 N. Moore St. Bessemer, MI 49911

or email to info.gogebic.cd@gmail.com, with subject line: ATTN: District Manager Position

Interested applicants should apply by April 1, 2020, or until the position is filled.