



# Saginaw Conservation District

## Job Posting: District Administrator

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### POSITION SUMMARY

The Saginaw Conservation District (SCD) is seeking to hire a full-time (40 hours per week) District Administrator. This position serves Saginaw County and is housed in the Saginaw County USDA Office. The District Manager is responsible for the day-to-day operations including, but not limited to, organization and supervision of office, personnel and operations, coordinating District programs, grant projects, outreach activities, and aiding the District Board of Directors (Board). The District Manager shall be under the direct supervision of the District Board. While the majority of the workload is administrative and performed in an office setting, some fieldwork is required.

### RESPONSIBILITIES AND DUTIES

#### Responsibilities to the Board:

- Identify and secure diverse, short and long-term funding for District programs.
- Prepare meeting agendas, minutes, and treasurer reports, collect staff reports and compile into a board packet.
- Coordinate arrangements for the annual meeting and election and prepare the annual report.
- Maintain, update and implement the Saginaw Conservation District Policy Manual.
- Prepare and implement a county natural resource assessment, annual business plan, and five-year plan.

#### Public Relations:

- Represent the District in public appearances to inform public, conservation partners, and other local units of government of District programs, services and the District's role in the community.
- Coordinate and strengthen conservation partnerships within the community and be the resource for public officials about conservation and conservation programs in the county.
- Field phone calls, office, website chat, coordinate mailing lists, direct mailings, and emails to assist customers.
- Maintain and/or oversee the District website, online store front, and social media accounts.

#### Outreach and Education:

- Assist in planning District workshops, field days, youth activities, contests, scholarships, and fund-raisers.
- Coordinate District educational services with local schools, groups, and organizations.
- Direct the development of materials promoting District and conservation programs and give prepared presentations as requested.

#### Grant Administration:

- Plan, review, and submit new grants, including proposals and budgets, leading to diverse operational funding.
- Meet with relevant community stakeholders to coordinate and secure grant funds and partner support.
- Maintain financial reports, grant outcomes, and oversee that grant deadlines are being met.

#### Financial Responsibilities:

- Organize the District's annual spring and fall tree sales.
- Prepare an annual operating budget for the Board and provide necessary amendments.
- Prepare and coordinate financial reviews/audits as required by law and/or grant agreements.
- Control and reconcile financial resources, bank accounts, credit card processing accounts, foundation accounts, cash drawer, and track/organize balances using QuickBooks Online.
- Manage, in QuickBooks Online, all accounting practices, financial reports, auditing requirements, grant reporting requirements, and any day-to-day sales transactions of funds.

#### Human Resources:

- Supervise District staff and manage hiring records, goals, evaluations, payroll and other personnel duties.
- Develop an office schedule in coordination with the District Staff and maintain a public calendar of events.
- Adhere to Conservation District Law and Open Meetings Act

## **EDUCATION, KNOWLEDGE, AND EXPERIENCE**

- A minimum of a four-year degree from an accredited college or university is preferred.
- Two years of experience in Agriculture, Environmental, or Natural Resources is strongly preferred.
- Human resources or office management experience is highly recommended.
- Knowledge of and experience working with Accounting/Quickbooks Online is highly recommended.
- Experience collaborating, developing, and delivering education programs to a variety of audiences in diverse settings is very beneficial.
- Must pass a Federal Background Security Check.

## **COMPENSATION**

Wages will be commensurate with education and experience and range from \$20 to \$25 per hour with potential to increase annually based on performance evaluation, continued training, and education. Regular office hours are 8:00 AM to 4:30 PM, Monday to Friday. These hours consist mostly of office work and the possibility of home office work (with Board approval). Current benefits include 10 paid federal holidays, starting at 156 hours paid time off (PTO) per year, \$50/month cell phone stipend, and \$300/month health insurance stipend.

## **TO APPLY**

Interested applicants **MUST** submit: a cover letter, resume, unofficial transcripts, and a list of at least 5 references, **(all documents MUST BE IN PDF FORM and file name must begin with applicants last name)** to: [saginawcd@gmail.com](mailto:saginawcd@gmail.com) or mail to: Saginaw Conservation District, 178 N Graham Rd, Saginaw, MI 48609. Official transcripts may be requested at the time of an interview.

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Deadline for applying: **Jan 21, 2022** **\*or until filled**