



Title: District Administrator

Job Type: Full-time

Overview of Position: The District Administrator (DA) is an employee of the Gallatin Conservation District (GCD). The GCD is a subdivision of state government and receives revenues from real property taxes. The DA reports to the Board of Supervisors and oversees the works of the Natural Resource Specialist and staff. The DA provides administrative, communications, and technical services managing the daily operations of the GCD office.

Duties & Responsibilities:

- Daily operation of the GCD and provides administrative and communications support to the Board of Supervisors.
- Serves as a liaison with the community, local, state and other resource agencies
- Processes and issues 310 perennial stream permits according to established procedures
- Prepare documents, financial data, annual reports and filings
- Performs bookkeeping, accounting, and payroll functions
- Attend monthly board meetings, produce agendas and minutes transcription
- Write grants for GCD projects, may sponsor grants for other entities, will manage grant cycles for reporting and reimbursement management
- Administers GCD funded cost-share and promote program to Gallatin County landowners.
- Curates articles, advertisements, and others to disseminate conservation messaging on the GCD website and/or other social media platforms.
- Manage content for website, social media, press releases, newsletters, and other communications
- Organize and implement event planning and workshops
- Supervises 1-2 full-time and seasonal employees
- Performs other related duties as assigned

Work Environment:

- Work will be mostly in a sedentary office setting and out in the field conducting 310 inspections and assisting with youth programs / gardening in the Education and Outreach Center
- Outside activities requires walking and climbing over rough terrain. Must be able to lift objects over 50 pounds and be physically fit for potentially strenuous fieldwork.
- Duties may require occasional travel, attending evening meetings and weekend events.

Qualifications:

- High school diploma/GED and five years of related professional experience.
- Excellent written, verbal communication and presentation skills
- Talent to foster effective partnerships with landowners, agricultural producers, other Conservation Districts, USDA and State agency personnel and other stakeholders
- Independent worker who is organized, self-motivated, and highly adept at prioritizing tasks
- Aptitude for problem solving and creative dialogue to address differing or conflicting viewpoints
- Tech savvy: Microsoft Word, Access, Excel, PowerPoint, Publisher, Outlook Explorer, QuickBooks, Mapping/GIS, Word Press, and other Social Media platforms



Preferred Experience:

- A Business Management or Accounting degree with two or more years of job-related accounting and general office experience. Familiarity with production agriculture/ranching a plus.
- Knowledge of conservation practices and resources including familiarity of the Montana Natural Streambed and Land Preservation Act (310 Law)
- Operational or office management supervising staff

Job Compensation: GCD Pay Grade 7: Step 1 \$19.86 Hourly

Benefits:

- *Paid sick and annual leave:* 96 hours sick leave and 120 hours annual leave per year
- *Compensation time:* Position is eligible to earn either overtime or comp time
- *Holidays:* Eleven holidays a year are recognized offering paid holidays for this position
- *Medical:* A medical stipend is offered
- *Retirement:* Required enrollment in State retirement system. Employee/Company contributions

Policy: Employees shall abide by the GCD 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 Gallatin Conservation District is an Equal Opportunity Employer.

To apply: Send a resume, application and responses to the following:

1. What are your philosophies on working for a board?
2. Describe your experience in office and/or operational management?
3. How would you describe your management style?
4. What do you see as the biggest issues facing natural resources, and particularly in the Gallatin Valley?

Send application materials to: admin@gallatincd.org. Applications can be found at www.gallatincd.org.

Location: The Gallatin Conservation District is located at 120 S. 5th Street Suite B 102-104 in Manhattan MT. The Education and Outreach Center is located behind the office building on 124 S. Broadway Street next to the Garden Café.

Business hours are Monday-Friday 8:00 am—4:30 pm. Certain events may require work on weekends or before 8:00 am or after 4:30 pm.