



Cheyenne, Wyoming

District Manager Job Description (Full Time - Salaried)

Location: Cheyenne is in Southeast Wyoming, 100 miles north of Denver, CO.

Laramie County Conservation District (LCCD) is dedicated to promoting sustainable land and water use practices that enhance and protect our natural resources through internal programs and public and private partnerships.

POSITION OVERVIEW:

We are seeking an energetic and organized District Manager that will further the mission of promoting conservation, stewardship and sustainable use of natural resources in Laramie County. The District Manager will serve as a liaison to and work collaboratively with farmers, ranchers, private landowners and the general community.

The District Manager functions as the CEO of the LCCD and has responsibility for providing leadership of personnel, technical and program planning, finances, public outreach, project management, and implementation.

The position requires familiarity with a range of local, state and federal laws that govern District operations. The District Manager acts on behalf of the Board of Supervisors and represents the LCCD to public and private partner organizations. The District Manager ensures adequate technical, financial, and educational resources are available to meet the conservation needs of constituents. This job entails maintaining and improving the District's ability to assist constituents by providing technical assistance in planning and implementing conservation practices using voluntary, incentive-based programs. The Chair of the LCCD Board serves as the day-to-day supervisor of the District Manager.

The District Manager is a full-time, exempt, at-will position.

JOB DUTIES AND RESPONSIBILITIES

Personnel – Lead professional staff to accomplish the District’s mission, goals & objectives

- Establish, review, and update job descriptions and performance standards for each employee.
- Provide performance feedback to employees on an informal basis and through formal annual evaluations, consistent with annual work plan goals and objectives.
- Identify training needs and provide opportunities to employees for professional growth.
- Address and resolve staff conflicts, concerns, and issues as needed to ensure a productive workplace.
- Facilitate a positive, productive, and safe working environment.
- Apply and enforce District personnel policies.

Fiscal – Budgets and Financial

- Serves as the Budget Officer for the preparation of the annual budget.
- Work with staff to prepare the annual budget in conformity with State of Wyoming statutes.
- Provide day-to-day oversight of administrative and operational functions.
- Meet regularly with financial staff to review expenditures and departmental budgets to ensure expenditures are consistent with the District’s Board approved budget.

Program – Planning & Reporting

- Prepare, review, and update the District’s strategic and annual work plans.
- Solicit and receive input from agencies, the public, staff, and others to formulate conservation strategies that will address priority concerns.
- Serve as the primary liaison to the media and the public pertaining to District programs and activities.
- Manage District property, contracts, and leases.
- Work with staff to develop scopes of work, agreements, contracts, budgets and reporting. Oversee tracking of project progress, financial status, due dates, and deliverables.
- With staff, prepare & submit grant applications consistent with the mission and values of LCCD. Maintain strict records and budget reporting for each individual grant and meet any grant reporting requirements.
- Oversee grants to ensure that projects are completed on time, within budget and all deliverables are met.
- Maintain a working knowledge of USDA Natural Resources Conservation Service technical standards, conservation planning standards, and the types of conservation practices commonly employed within the District.

Meetings and Continuing Education

- Attend the WY Assoc. of Conservation Districts (WACD) State meeting and Area 2 Meetings.
- Enroll in continuing education, training seminars and other educational meetings that enhance and contribute to the skills and knowledge base of LCCD personnel.

Board of Supervisors

- Provide support, information, and recommendations to the Board of Supervisors.
- Assist and/or help coordinate orientation and training of new Supervisors.
- Develop monthly meeting agendas in coordination with the Board of Supervisors.
- Review Board minutes and materials sent to Supervisors.
- Review the District's financial reports in preparation for monthly, quarterly, and annual reporting to the Board.
- Report on the progress of programs, projects, and activities at Monthly Board meetings.

QUALIFICATIONS REQUIRED:

- A bachelor's or master's degree in biology, ecology, environmental science, natural resource management, business management, business administration, operations management, management science, public administration, or related discipline, and five years of comparable experience managing a natural resource organization, agency, or business.
- Demonstrated proficiency managing multiple tasks and priorities to solve problems effectively and in a timely manner
- Experience working with on-the-ground implementation of conservation practices and natural resources management
- Demonstrated proficiency in project and personnel management
- Excellent oral and written communication skills.
- A demonstrated proficiency using computers and technology for correspondence, data entry, data analysis and management.
- Ability to work nights and weekends if necessary, including overnight travel
- A valid driver's license issued in the applicant's state of residence is required and the ability to safely operate a motor vehicle and other equipment as necessary owned and used by the LCCD.

COMPENSATION

Salary & Benefits

- **Annual salary:** Negotiable depending on qualifications and experience plus a generous benefits package
- Merit-based wage increases may be awarded after one year.
- Subject to approval by the LCCD Board, District Manager wages are adjusted in July of each year based on the State of WY Department of Administration COLA rate.
- The District participates in the State of Wyoming Retirement System and employees are eligible to participate upon employment start date with the LCCD.
- Time off for paid vacation accrues monthly immediately after starting employment. Health, Dental and Vision insurance begins on the first of the month following 6 months of employment. Employees are responsible for 10% of insurance premiums.