

Northeast Elko Conservation District (NEECD)

JOB DESCRIPTION POSTED FEBRUARY 1, 2020 CLOSING DATE: MARCH 30, 2020

District Manager for Northeast Elko County Conservation District, NEECD
Location of Work: Northeast Elko County, Nevada
Salary \$40,000 to \$60,000 Full Time Employment depending on experience

Background

Northeast Elko County, Nevada is rich in livestock production, wide-open sagebrush ecosystems, and is home to a rural western culture. The area is a mecca for hunters and back-country recreationists.

The NEECD deals with issues that include landscape scale challenges like increasing wildland fire, invasive species encroachment on both private and public land and policy issues surrounding private and public lands.

The CD is host to, and proponent for collaborative conservation efforts through the Stewardship Alliance of Northeast Elko (SANE), a sub-group of NEECD. SANE is a landowner-led, agency and stakeholder supported group that takes a solution-oriented approach to public and private land management that came together over Greater Sage grouse habitat issues. SANE works to conserve and enhance healthy and resilient sagebrush ecosystems, sustain resilient local resource-based economies.

Position Summary

The District Manager is responsible for managing day-to-day operations of the CD. The Manager will be an employee of the Northeast Elko Conservation District with direct oversight provided by the District Supervisors. The District Manager will assume grants management, project management, reporting and collaboration with outside agencies, groups and collaboratives.

Duties

- Provide organizational leadership and initiative for day-to-day activities and work with the local District Secretary and Conservation Specialist to perform required meeting organizational assistance, financial and project reporting, annual work plans and other necessary documentation to the Department of Conservation and Natural Resources Conservation District Program.
- Assist NRCS and landowners in planning and implementation of NRCS programs and initiatives. This includes assisting NRCS with farm and ranch conservation plans, monitoring existing contracts and projects, assist with

securing necessary engineering plans, and implementation of Sage Grouse Initiative program funds on public land.

- Provide organizational support and management to SANE including the project list and SANE Sagebrush Ecosystem Management Plan.
- Assist CD/SANE with social media and website developments and updates.
- Assist CD/SANE with grant acquisition for staffing, educational/training, and scientific program implementation.
- Work collaboratively with Bureau of Land Management, U.S. Forest Service, U.S. Fish and Wildlife Service, Nevada Department of Wildlife and other agencies as needed.
- Address identified roadblocks with Public Lands agencies in completing necessary NEPA requirements.

Qualifications

Education, Experience, and Knowledge

- Bachelor's or Master's Degree preferred in Range, Agriculture or Natural Resources. Work experience/ knowledge in organizational development, non-profit, ranching, agricultural or natural resource management will be considered.
- Knowledge of Conservation Districts in general, and NRCS Farm Bill Programs is desired.
- Good communication and people skills.
- Computer skills; word, excel.

Program and Project Management

- Show initiative and ability to work without direct supervision from home office setting.
- Proven ability to multi-task and work under deadline.
- Skill and ability for developing and maintaining diverse professional partnerships.
- Experience raising funds from foundations, government, and private donors.
- Financial management competence.
- Written and oral communication skills.

Work Habits and Personality

- Strong initiative and leadership skills, a self-starter

- Highly organized.
- Capability to work independently and in a team environment.
- Ability to listen and consider the views of diverse interests.
- Ability to interact and build relationships with people that span rural and urban cultures.

Physical Requirements

The job requires outdoor activity; walking over uneven terrain, navigating vegetation, fences, and waterways on rangelands sometimes under adverse conditions. It will require sitting at a desk and using a computer for extended periods of time, use of standard office equipment such as computers and copiers. Some physical lifting (up to 30 lbs.) may be required.

Work Environment

Work location will be within the NE Elko County region of Nevada. A home office or office-sharing arrangement with another organization will be pursued based on the candidate and opportunity. This position will require routine travel, some in remote areas, by car on the freeway and rural roads.

Terms of Employment

All persons employed by the CD are employed on an “at-will” basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of the CD. The CD will establish an employment contract to be executed by NEECD Supervisors who will oversee all work of the Director.

Application Process

Please send application to the following CD Supervisor Robin Boise at the following email: vineyard.boies@gmail.com