MARIPOSA COUNTY

RESOURCE
CONSERVATION DISTRICT

EMPLOYMENT OPPORTUNITY
DISTRICT OFFICE MANAGER

Application Deadline: Open until filled

The Mariposa County Resource Conservation District is seeking applications for a highly motivated, self-directed and enthusiastic District Office Manager to oversee all aspects of District operations under direction of Board of Directors.

Background and Summary
The Mariposa County Resource Conservation District (RCD) is a special district committed to providing non-regulatory leadership for the conservation, restoration, and/or development of land, water, and related natural resources of Mariposa County. Ongoing projects promote natural resource conservation in relation to farming and ranching operations, forest health and other resource issues that affect our community. The RCD is entirely grant funded with programs focusing on habitat restoration, water quality protection, water conservation, and education for county residents including youth.

The District Office Manager reports to a 5-member Board of Directors (Board) and assists the Board in the development and execution of District programs and policies. The RCD Board and District Office Manager work closely with the United States Department of Agriculture's Natural Resources Conservation Service (NRCS).

Candidates need to embrace, support and achieve the mission of the RCD, by managing all day-to-day administrative activities as described below.

Duties and Responsibilities include:

- Complete and submit grant invoices and reports
- Maintain all business and personnel files
- Attend and take minutes at monthly Board meetings
- Monitor grant budgets
- Prepare monthly financial reports and annual budgets for audit purposes
- Maintain and update the RCD website, social media and marketing materials
- Maintain communication with the public and serve as liaison between public and the Board
- Maintain and enhance the RCD Board's working relationships with appropriate officials at the local, county, state, regional, and federal levels
- Participate in community outreach as directed by the Board such as the annual plant sale and other events
- Other duties as assigned by the Board. This position works independently of direct day-to-day supervision. Policy and program direction are received from the District Board through the Board President

Skills and Qualifications
- Undergraduate degree, preferably in Resource Management, Natural or Applied Science, Public or Business Administration, or *equivalent education and experience*
- Demonstrated experience in administration, planning, budgeting, grant and fiscal management in compliance with the Brown Act
- Excellent oral and written communication skills. Ability to develop effective and comprehensive reports, correspondence and other written materials

Position Information
The District Office Manager position is a permanent part-time position (32 hours per week). Job-related travel and occasional evening meetings and weekends are required. Valid California driver's license and proof of insurance is required. Applicants must submit a resume, completed RCD application form and contact information for 3 professional references to: Mariposa County Resource Conservation District, Attn: David Mecchi, President, by mail to P.O Box 746 Mariposa, CA 95338 or in person to 5039 Fairgrounds Rd. Mariposa, CA 95338 or email the application to mariposacountyrcd@gmail.com – 209-966-3431, ext. 103.