

Kenai Soil & Water Conservation District  
Job Description: District Manager

The District Manager is responsible to the Board of Supervisors of the Kenai Soil & Water Conservation District and implements Board policy. The District Manager is in charge of day-to-day operations, develops and oversees District projects in alignment with District mission, vision and goals set by the Board, and represents the District in dealings with agencies, elected officials, tribes, media and other partner organizations.

Duties

- Maintains effective relationships with the District Chair and Board
- Develops and maintains strong working relationships, including but not limited to Alaska Department of Natural Resources (DNR), USDA-Natural Resources Conservation Service (NRCS), Alaska Association of Conservation Districts (AACD), local governments, tribes, UAF-Cooperative Extension and other partner organizations working on common issues
- Assists in identifying and evaluating issues facing the District, and initiates annual work plans, programs and activities to meet strategic goals set by the Board
- Prepares annual work plan and budget, and annual report of accomplishments
- Serves as Property Custodian, conducts Annual Inventory and reports to Board
- Seeks out and develops new funding sources for District programs and operations
- Maintains overall fiscal and contractual responsibilities, in concert with the Chair, Treasurer, and Board
- Maintains financial records in Quickbooks, documents expenditures and receivables, maintains program budgets, fulfills grant reporting requirements, and prepares monthly and annual financial reports for the Board
- Advertises monthly Board meetings, open to cooperators and the public, develops agendas with the Chair, prepares meeting minutes and; maintains District records and archives
- Assists with Board and staff travel
- Supervises and conducts performance reviews for District staff and contractors
- Participates in the recruitment and renewal of cooperators; prepares cooperator list for annual certification of cooperators
- Coordinates District communications activities through effective use of press releases, PSAs, e-newsletters, social media, District website, and public outreach events such as field days and the Kenai Peninsula State Fair

Minimum Qualifications

- A bachelor's degree in natural resources, environmental planning, sustainable development, agriculture, forestry, agronomy, public administration, business or non-profit management, or a related field
- Administrative or supervisory experience in the public or private sector

Required Skills, Knowledge and Abilities

- Commitment to natural resource conservation and the District's mission: fostering healthy soil, water and agricultural practices

- Ability to foster and maintain cooperative working relationships and to communicate effectively with diverse audiences, orally and in writing
- Ability to take policy direction from the Board and translate that direction into tangible results
- Ability to develop project proposals, timelines and budgets and/or experience with grant writing
- Ability to work independently to carry out projects adhering to timelines and budgets

#### Desirable Skills, Knowledge and Abilities

- Knowledge of federal and state legislation, programs, rules and policies relevant to Conservation Districts and natural resource conservation
- Knowledge of natural resource conservation principles and issues
- Experience with Microsoft Office, GIS software, and accounting software
- Experience in organizational fundraising and in contract, grants and other fiscal administration
- Experience in strategic planning and organizational leadership
- Experience in meeting/event planning and facilitation
- Experience in office supervision, including personnel oversight

#### Supervision

The District Manager is under the supervision of the District Board, but exercises individual initiative in implementing Board policies and programs. Performance of the District Manager will be evaluated at least annually according to the process established by the Board.