



## Sutter County Resource Conservation District

1511 Butte House Rd, Suite C  
Yuba City, CA 95993

[www.scrd.org](http://www.scrd.org)

Phone (530) 671-0850 X 5868

Fax (844) 206-7029

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### Position Description

#### District Manager

The Sutter County Resource Conservation District is seeking applications for a highly motivated, self-directed and enthusiastic District Manager to oversee all aspects of District operations including execution of Board policy and programmatic oversight and development. The District Manager will report is the chief administrative officer of the District, reporting to the Board of Directors, and is responsible for funding and managing the District's business consistent with the strategic plan, goals, objective and policies and procedures established by the Board.

#### Duties

1. Actively seek out, supervise and write grants proposals that continue and maintain the work of the RCD at the level of operations directed by the Board of Directors. Coordinate with the appropriate staff, in determining the scope and budget for any grant proposals to assure it fits with the mission, goals and expertise of the RCD.
2. Act as the primary RCD representative to the Farm Bureau, Natural Resource Conservation Service, California Association of RCD's, all County Agencies, and foster relationships with potential funders.
3. Administer and supervise all aspects of the District's office operations including supervising staff and providing leadership and guidance for assigned duties including completion and submission of all grant invoices and reports, maintenance of all business and personnel files, overseeing all insurance related issues, updating of financial and personnel policies and personnel records, overseeing office space, developing scopes-of-work, contracts, MOUs, and interagency agreements.
4. Administer, supervise, and coordinate the preparation of monthly financial reports to the Board and prepare annual budgets for independent audits. Tasks involve timely revenue and expense reporting, monitoring cash flow, enforcement of financial policies for expenditures, purchase authorizations, financial forecasts, and any other information required to keep the Board advised of the District's financial condition. Supervise any outside services as required.
5. Supervise and promote the District's public education activities, including newsletters, pamphlets, workshops, tours, social media, websites, and news releases.

6. Maintain and enhance the RCD Boards' working relationships with appropriate officials at the local, county, state, regional, and federal levels. Keep abreast of all federal, state, and local laws that affect the conservation work within the District.
7. Ensure that statutes and government rules and regulations pertaining to our affecting Districts operations are followed.
8. Support and participate in the District's educational and filed activities.
9. Inspect and oversee construction projects.
10. Other duties assigned by the board.

### **Skills and qualifications**

- Undergraduate degree in Resource Management, Natural or Applied Science, Public or Business Administration, or equivalent education and experience. Graduate education in any of the aforementioned disciplines is preferred.
- Highly developed experience and knowledge in accessing funding sources, detailed grant writing, contract creation and interpretation, and fulfilling grant management requirements.
- Demonstrated experience in administration, planning, budgeting, grant and fiscal management, preferably in the natural resource conservation field.
- Ability to interpret and make decisions in accordance with laws, regulations, policies and procedures in the areas of local, state and federal grant funding.
- Experience communicating with government and elected officials and managing complex projects involving multiple jurisdictions.
- Excellent verbal and written communication skills: Ability to develop effective and comprehensive reports, correspondence and other written and/or photographic materials, including website management, power point presentations and annual reports.
- Other desirable skills and experience include knowledge of production agriculture (crops and rangelands) and/or natural resource conservation principles and science (irrigation, erosion control, habitat restoration).
- Advanced computer skill required, including, but not limited to: Microsoft Office Suite, Adobe, ARC view GIS mapping.
- Valid CA Driver's license and pass a federal background check.

## **Position Information**

Work Location: 1511 Butte House Rd, Suite C, Yuba City, CA 95993

Salary: \$18 to \$20 per hour; Dependent on experience

Position Term: Full or part time

Start Date: ASAP

How to Apply:

Applicants must submit a letter of interest, resume, and contact information for 3 professional references to: The Sutter County Resource Conservation District, Attn: Pam Clifton, 1511 Butte House Rd, Suite C, Yuba City, CA 95993 or email the application to [stephanie.bateman@ca.nacdnet.net](mailto:stephanie.bateman@ca.nacdnet.net) . For more information, please contact the RCD at: (530) 671-0850 ext. 5868.