

Promoting the wise use of all natural resources

P.O. Box 837

351 7th Street

Meeker, CO 81641

Phone (970) 878-9838

**District Manager**

**Job Description and Employment Information**

**2024**

The District Manager is a full-time position reporting to the Executive Director (ED) and is responsible for the Districts’ consistent achievement of its mission through the following activities.

**RESPONSIBILITIES:**

**In administration, the District Manager will:**

1. Be the first point of contact and general correspondent for the public and partnership organizations
2. Make daily decisions about district operations and resolve problems appropriately
3. Maintain accurate and timely district records, reports, etc. including all statutory requirements
4. Prepare agenda and record minutes for board meetings
5. Maintain a well-organized filing system and professional office
6. Conduct board elections
7. Administer grants in an accurate and timely manner
8. Assist ED in all administrative activities

**In financial management, the District Manager will:**

1. Keep accurate and up-to-date District books on QuickBooks
2. Manage accounts payables and receivables including all grants
3. Provide monthly P&L, Balance Sheets, and grant reports at each Board Meeting

**In program development, the District Manager will:**

1. Assist ED in implementation of the Annual Plan of Work
2. Manage district sales and rental programs
3. Assist in the organization and promotion of special events

**In communications, the District Manager will:**

1. Initiate and implement publicity efforts for the District: newsletter, web site, social media, press releases, etc.
2. Maintain partnerships with NRCS and other local, federal, and state agencies and organizations.

**In District performance, the District Manager will:**

1. Assist ED in developing and implementing the mission of the Districts through other assigned duties

**PREFERRED REQUIREMENTS:**

* Strong accounting and organizational skills
* Demonstration of:
  + self-motivation and self-direction in the workplace
  + professionalism
  + effective and efficient problem solving
  + good inter-personal and customer service skills
  + good organizational and multi-tasking skills
  + good oral and written communication skills
  + efficient research capabilities
* Proficient in Microsoft Office Software and QuickBooks
* Driver’s license and use of personal vehicle for required travel
* Secondary education is an advantage

**EMPLOYMENT INFORMATION:**

Meetings and events will require work outside of normal hours and occasional overnight travel is required.

**COMPENSATION**: $20 - $25 per hour based on experience and aptitude

**BENEFITS SUMMARY:** PERA, Health, Vision, & Dental Insurance, Annual & Sick Leave

**PERFORMANCE EVALUATION**: Three-month and one-year probationary period evaluations will be assessed by the ED. Thereafter, an annual performance evaluation and review will be completed. Evaluations will be based on the current job description, attitude, self-motivation, and performance.

**TERMINATION OF EMPLOYMENT**: Employment is "at will" and may be terminated at any time by either party with or without cause. However, a courtesy expectation of 10 working days’ notice by either party is expected for termination of employment.

**APPLICATION PROCEDURE:**

Send resume and cover letter to Callie Scritchfield at [callie.districts@gmail.com](mailto:callie.districts@gmail.com) by 5:00 p.m. July 19, 2024. Interviews will be conducted July 23rd or 24th. Call Callie at 970-878-9838 with any questions.