

DCCD District Administrator

Douglas County Conservation District (DCCD) seeks a full time person as a primary promoter of conservation for Douglas County. This person collaboratively works with all District and State stakeholders. The Douglas County Conservation District's Mission is helping people help the land by promoting projects through education to further the long-term sustainable use of natural resources balancing the needs of agriculture and urban growth. DCCD works with all District residents to help them discover the value of conservation as it relates to their profits, their lives and their children's future. To achieve these goals, DCCD works closely with landowners to assist in recommending conservation practices such as windbreaks including specific seedling tree species selection, grass seed plantings to stop erosion, proper grazing management, controlling noxious weeds, and providing products to insure successful plantings. DCCD also conduct several public seminars on various topics.

DCCD works closely with educators and children to teach young people about conservation. We offer scholarships for High School students to attend Conservation "Camp Rocky" as well as College tuition scholarships to students pursuing a career in an agricultural related field, and adopt classrooms, which provide conservation curriculum materials to schools.

Essential Duties & Responsibilities:

DCCD District Administrator initiates, maintains and strengthens sustainable practices throughout the District and fosters collaboration. DCCD office administrator skills include financial accounting, regulatory reporting and technical writing. This position coordinates DCCD public outreach through special events, public school conservation curriculum coordination, awards and scholarship. Social media management, website maintenance and personal relationships are imperative to this position.

Position Requirements:

- One to three years related experience
- Social Media and website management skills
- Verbal and written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.
- Technical writing skill
- Excellent communication and presentation skills
- Strong attention to details
- Ability to network with District and State stakeholders
- Excellent organizational skills
- Ability to manage tasks and prioritize work
- Organizational skills, ability to manage multiple tasks and prioritize work
- Proficiency with presentation skills