



District Manager

Campbell County Conservation District- located in Gillette, WY

Campbell County Conservations District (CCCD) is seeking a highly motivated natural resource professional to lead our team in Campbell County, WY! The CCCD works to promote and protect the natural resources of Campbell County. CCCD is accepting resumes for a full time District Manager. The CCCD District Manager is responsible for the day-to-day management functions of the district and the coordination, organization, and timelines of meeting all district goals.

GENERAL REQUIREMENTS:

- Management of the day-to-day functions of the district and the coordination, organization, and timelines of meeting all district goals.
- Professionally represent the CCCD at all meetings or engagements requested by the Board of Supervisors.
- Ability to manage CCCD staff, work with agency personnel and private landowners. Excellent communication and partnering skills are mandatory.
- Minimum requirement of a bachelor's degree in Natural Resource Management or related field and five (5) years' experience OR any equivalent combination of the experience/education from which comparable knowledge, skills and abilities have been achieved.
- Computer, software, and technological knowledge and skills expected of a natural resource professional.

GENERAL DUTIES:

- Provide leadership and vision to District programs in conjunction with the Board to accomplish both short- and long-term goals.
- Compiles budget requests and develops overall proposed District budget. Works with staff to administer District's annual budget.
- Represents the District in cooperating agency functions, meetings, and other engagements of natural resource concern.
- Identifies sources and recommends actions to the Board to secure operating funds for the District. Administers District grants, donations, agreements, and coordinates with staff to keep them informed of grant status.
- Promotes the improvement of watersheds to enhance the quality and quantity of water they produce, to improve the quality of life of the residents of Campbell County.
- Assesses the need for conservation work within the District in cooperation with various federal, state, and local agencies. Recommends actions and programs to the Board to meet these needs. Maintains a cooperative working relationship with all natural resource agencies operating within the District.
- Provides oversight of district employees including but not limited to staff meetings, payroll approval, scheduling, recruitment, and other human resources responsibilities as needed.
- Natural resource program development to address the resource concerns of Campbell County.

Permanent full-time position

Salary range: \$65,000 - \$75,000, annually.

Benefit package includes: Retirement (Wyoming Retirement System), Health Insurance, Vision Insurance, Dental Insurance (optional), Paid Holidays, Vacation and Sick Leave.

APPLICATION SCREENING BEGINS June 17, 2024 and continues until a suitable candidate is hired.

For more information contact **Campbell County Conservation District at 307-682-1824.**

Submit cover letter, resume, list of references and two writing samples to **kellebrew.cccd@gmail.com** or **601 4J Court, Suite D, Gillette, WY 82716.**

For more information about the Campbell County Conservation District visit us online at www.cccdwy.net