

## CONSERVATION DISTRICT MANAGER

The Mifflin County Conservation District is seeking qualified candidates for the position of District Manager. The District Manager administers various resource conservation and land use programs and promotes natural resource conservation through community activities and partnerships with government and private agencies. The manager supervises Conservation District staff, submits required monthly, quarterly and annual work reports, prepares the annual working budget for the District, represents the District and serves as its spokesperson, conducts ongoing public relations programs with the media, presents programs to public organizations upon request, maintains working relationships with public and private schools to provide environmental education, and works with local, state and federal government units and cooperating agencies to promote resource conservation. The District Manager is supervised by the Conservation District Board of Directors.

The successful candidate will possess the following qualifications:

- A degree in Environmental Sciences, Natural Resource Management, Agricultural Sciences, or one of the physical sciences, with one to two years project management experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Familiar with standard Microsoft office programs, familiar with or willing to learn Quickbooks and GIS applications.
- Effective communication skills, both verbally and in writing.
- Ability to assign, supervise, and review the work of others.
- Must possess a valid PA driver's license.
- Must be able to traverse various types of terrain in all types of weather.

Salary is commensurate with experience. The Mifflin County Conservation District offers a competitive salary and benefit package.

Interested candidates should send resume's and a cover letter to:

Mifflin County Conservation District

Attn. District Manager

20 Windmill Hill, Suite #4

Burnham, PA 17009

Resume's can be e-mailed to [mifflinconservation@mifflinccd.com](mailto:mifflinconservation@mifflinccd.com). Applications will be accepted through July 31, 2020.

THE MIFFLIN COUNTY CONSERVATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.