

Columbia Conservation District

Job Announcement

District Manager

The Columbia Conservation District (CCD or District) is seeking a District Manager responsible for overall management of the CCD. In this role you will support and promote the district's mission, supervise district employees, and strive for district citizen satisfaction. The District Manager provides administrative leadership to assist the Board of Supervisors with the coordination, management, and administration of conservation programs throughout the Columbia Conservation District. The District Manager ensures that all District functions are managed, and services provided in accordance with applicable local, state, and federal laws, regulations, and policies.

"The mission of Columbia Conservation District is to enhance the way of life for local farmers, ranchers and foresters by protecting our natural resources through support and education."

Employment Classification: Regular; Full-Time (40 hours per week).

Compensation and Benefits: Wage depends on qualifications and experience. Pay Range between \$33.32-\$62.20 per hour. The District provides the following: 12 paid holidays; paid vacation and sick leave; employer retirement contributions into state PERS; and a \$750 monthly medical allowance.

To be considered, interested persons should submit an application packet containing the following:

1. Cover Letter – Please include a response to the following question:
Why do you want to work for the Columbia Conservation District specifically?
2. Current Resume
3. Three professional references with contact information.

At the time of this announcement, the Columbia Conservation District office is currently open Monday-Thursday 8:00 am - 4:00 pm. Application packets will be accepted in person, via email to districtmanager@columbiacd.com or by mail to:

Columbia Conservation District
311 E Main St.
Dayton, WA 99328

This position will remain open until filled. Contact Columbia Conservation District at 509.382.4273 or email districtmanager@columbiacd.com with questions or to request a copy of the job description.

All programs and services of the Columbia Conservation District are offered on a nondiscriminatory basis, without regard to age, race, color, national origin, religion, gender, sexual orientation, marital status, disability, or any other legally protected status under any federal, state, and local laws.