



RESOURCE CONSERVATION DISTRICT
OF THE
SANTA MONICA MOUNTAINS

30000 MULHOLLAND HIGHWAY, AGOURA HILLS, CALIFORNIA 91301
MAIL: P.O. BOX 638, AGOURA HILLS, CALIFORNIA 91376-0638
(818) 597-8627 FAX (818) 597-8630



A Political Subdivision
of the State of California

DANIEL C. PREECE
Executive Officer

BOARD OF DIRECTORS
NANCY L. HELSLEY
President
DENNIS WASHBURN
Vice President
STEVEN ROSENTSWEIG
Treasurer
DAVID GOTTLIEB
CAROL FELIXSON

JOB ANNOUNCEMENT
April 2008

POSITION TITLE: DISTRICT MANAGER

LOCATION: RCD Office, Peter Strauss Ranch, 30000 Mulholland Highway, Agoura Hills, CA 91301
HOURS: Half- to full-time position: daytime hours with occasional nights and weekends
APPLICATION DEADLINE: May 5, 2008 or until position is filled

DESCRIPTION OF WORK:

Administers and supervises all aspects of the District's activities as follows:

- Recruits, interviews, supervises and evaluates district personnel
- Coordinates and attends monthly meetings of Board of Directors
- Coordinates activities and information flow between district staff and Board of Directors
- Solicits, writes and oversees the writing of grant and contract proposals as well as their administration and implementation
- Establishes, maintains and strengthens working relationships with government officials and their staffs at the local, state, regional and federal levels to promote and further the goals and objectives of the District
- Maintains and strengthens working relationships with non-profit organizations, District residents and the general public to promote and further the goals and objectives of the District
- Actively develops outreach programs, funding sources and collaborative opportunities
- Represents RCDSMM at relevant events and meetings, including some evenings and weekends
- Prepares monthly written report of activities for Board of Directors

EXPERIENCE:

- At least 5 years of natural resources conservation management (or environmental/ecological work) and organizational management experience, preferably in a non-profit or governmental setting
- Work in a non-profit organizational setting and with a Board of Directors
- Familiarity with non-profit and/or special district operations including governmental grant and contract funding
- Office management, financial accounting, budgeting, and personnel management and supervision
- Grant and contract writing, administration and implementation

QUALIFICATIONS:

- Minimum of a BA or BS (or equivalent service), with Masters or higher degree preferred

- Proficiency in Word, Excel, Outlook, and with the Internet; QuickBooks and database management familiarity desirable

CHARACTERISTICS:

- Has a demonstrable interest in and commitment to ecological principles and natural resource management practices leading to a sustainable community environment
- Communicates effectively through written, oral, and graphical skills
- Is self motivated and can work independently and as part of a team
- Desire to create and implement new projects
- Works well with the public, private entities, and government officials
- Organizes time and resources efficiently and effectively
- Ability to supervise others
- Sense of humor

COMPENSATION: Position is half- to full-time, paying \$28-36 per hour depending on candidate's qualifications, education and experience. The RCDSMM offers a health stipend, 13 paid holidays, vacation and sick leave, and CalPERS retirement benefits at the 2% @ 55 years.

TO APPLY:

Please send resume (include 2 personal and 3 professional references) with cover letter to: RCD of the Santa Monica Mountains, P.O. Box 638, Agoura Hills, CA 91376-0638; fax: 818/597-8630; e-mail info@rcdsmm.org

For more information, please call Irene Quinones at 818-597-8627 x101.