

## **Madison Conservation District District Administrator - Job Description**

### **Background**

The Madison Conservation District (MCD) was established in 1946 to provide local support for natural resource conservation needs with a focus on water and soil. The MCD is a local subdivision of state government and serves the private lands of the eastern third of Madison County at a time of major land use, land cover, and demographic change. The mission of the Madison Conservation District is to *promote a sustainable, productive and healthy environment through locally-led conservation efforts*, and our vision is: *A healthy landscape that supports thriving communities, productive agriculture, and sustainable fish and wildlife populations. We do this through collaboration and coordination with local, state, and national partners to achieve local, common sense conservation.*

### **Position Description**

The District Administrator is an employee of the Madison Conservation District (MCD) and reports to the MCD Board of Supervisors. The District Administrator and Natural Resources Specialist work together as a small staff team, collaborating closely with one another and the Board of Supervisors to advance the District's conservation, education, and outreach goals. The District Administrator provides administrative management, bookkeeping/accounting, communications, and technical services managing the daily operations of the MCD office. The ideal candidate works effectively with little day-to-day supervision. The Madison Conservation District is an Equal Opportunity Employer and values diversity. We encourage applications from individuals of all backgrounds who share our commitment to locally led conservation and community collaboration.

*Work Environment:* This position requires some field work and affords some remote office work, but daily operations are based out of the MCD office. The District Administrator will work 40 hours per week but is expected to work flexible hours when needed. Monthly Madison Conservation District board meeting attendance will be required. Occasional overnight travel and attendance for other meetings, trainings, and conferences is required.

### **Duties & Responsibilities**

#### Administrative Duties ~60%

- Oversee daily operations, providing administrative and communications support to the Board of Supervisors
- Prepare monthly MCD meetings and issue public notices
- Record and distribute monthly meeting minutes
- Administer MCD workflow, recordkeeping, and budgeting
- Perform bookkeeping and accounting functions
- Maintain general office files including employee files, job files, vendor files, and other files related to MCD's operations; keeps official MCD records
- Support administration of the Natural Streambed and Land Preservation Act (310 permitting), including application processing and recordkeeping
- Track and ensure that supervisor election paperwork is filed on time and that new and re-elected supervisors are administered the oath of office
- Prepare annual budget with the Natural Resources Specialist and Board of Supervisors

#### Communication & Outreach ~30%

- Organize education and outreach events that support conservation priorities of the MCD in conjunction with the Natural Resources Specialist
- Develop and implement outreach strategies to communicate with stakeholders, partners, and community members

- Maintain and update the MCD website, social media platforms, and electronic newsletters
- Coordinate and manage MCD equipment rentals, including tracking equipment status, maintenance needs, and usage records
- Provide administrative coordination and support for MCD natural resource initiatives, such as the Pollinator Initiative and Rain Gauge Program

#### Other Duties ~10%

- Represent MCD in local, regional, and state partnerships
- Office staffing and public point of contact for MCD
- Other duties as assigned by the MCD Board of Supervisors

#### **Qualifications**

The ideal candidate is flexible and self-starting, and provides a strong sense of customer service to landowners and partners. Maintaining and building partnerships is a priority, and this position requires strong communication skills.

#### Minimum Qualifications Include:

- Excellent written and verbal communication skills
- Computer and technical skills including proficiency in office productivity software, data entry and database management, calendar management and scheduling, document and report preparation, travel coordination and event planning, business correspondence and email management
- Experience with bookkeeping and accounting (QuickBooks preferred)

#### Preferred Qualifications Include:

- Experience in community outreach and communications
- Experience conducting natural resource education and outreach

**Compensation:** Salary of \$50,000-\$55,000 annually, depending on experience. Eligible for raises after 1-year probationary period and annual performance evaluations.

#### Benefits Include:

- Paid sick and annual leave – 96 hours of annual sick leave and 120 hours of annual vacation leave
- Holidays – paid holidays recognized by the State of Montana
- Medical – a medical stipend of \$675/month
- Retirement – eligible for Montana Public Employee Retirement with employer match
- Monthly cell phone stipend of \$60/month

#### **To Apply**

Please send your cover letter, resume, and three references with a minimum of one professional reference to [info@madisoncd.org](mailto:info@madisoncd.org). Additionally, please send one example of your written work, such as a grant application, newsletter, technical report, or project proposal. Applicant review will begin March 16, 2026, and the position will remain open until filled. Please send any questions or inquiries to [info@madisoncd.org](mailto:info@madisoncd.org)