



**WESTON COUNTY NATURAL
RESOURCE DISTRICT**

1225 Washington Blvd.
Suite 3
Newcastle, WY 82721
(307)746-3264
Email: lacey.sloan@usda.gov

Weston County Natural Resource District Coordinator Job Opening

The Weston County Natural Resource District is accepting resumes for a full-time District Coordinator. This position will manage all District activities under the direct supervision of the Board of Supervisors. The employee will be in charge of the day-to-day operations of the District and shall conduct business on behalf of the District. This position will also work on natural resource program development, public relations and all related conservation programs. The District Coordinator administers all grants, and is responsible for managing the district budget, record keeping, and reporting. The employee will carry out policies and operate within the guidelines set forth by the Board of Supervisors. This position is encouraged to make recommendations to the Board of Supervisors to ensure that District policy is carried out and that the wise use of our natural resources is promoted as effectively as possible.

Knowledge, Skills and Abilities Required:

- Good work ethic.
- Strong computer skills (MS Word, Publisher, QuickBooks, etc.).
- Experience working with the public and other agencies and groups.
- Organizational skills, task scheduling and task prioritization.
- Self-starter with ability to work independently with excellent communication skills, both verbal and written.
- Strong writing skills, special proficiency in article, grant and report writing.
- Ability to travel occasionally.
- 4 year degree in Natural Resource Management or related field or equivalent experience.
- Must have valid driver's license.

Desired Qualifications

- BS degree in a Natural Resource field or experience equivalent to a bachelor's degree
- Natural Resource/Agricultural/Education background
- Bookkeeping, budget preparation and administration, payroll, payroll liabilities and required state and federal reports
- Experience and skills in providing educational activities to various audiences

Applicants: Submit a resume and cover letter to WCNRD, 1225 Washington Blvd. Suite 3, Newcastle, WY 82701, or email lacey.sloan@usda.gov

Compensation: Commensurate with experience and qualifications

Benefits: Paid Vacation, Sick Leave, Insurance and Wyoming State Retirement

Closing Date: Open Until Filled

Board of Directors

Alicia Redding

Gene Norman

Tucker Hamilton

Emily Hartinger

David Tysdal



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Job Description- District Coordinator

The District Coordinator (Coordinator) is an “At-Will” employee of the Weston County Natural Resource District. The Coordinator shall be the administrative officer of the District Board and be responsible to the Board. The Coordinator will be in charge of day-to-day operations of the District and shall conduct business therein. The Coordinator will carry out policies and operate within the guidelines set forth by the Board of Supervisors. The Coordinator is encouraged to make recommendations to the Board to ensure that the District policy is carried out and that the wise use of our natural resources is promoted as effectively as possible.

General Duties

- In Charge of the day-to-day operations of the District.
- Supervise operations and other staff.
- Administer and carry out policies and operate within the guidelines set forth by the Board of Supervisors.
- Responsible for carrying out the Annual Plan of Work and coordinating with other agencies.
- Responsible for preparing draft proposals and submitting proposals to the Board of Directors for review, including: Annual Plan of Work, Annual Report, Long Range Plan and Annual Budget.

Job Related Duties

- Implement District programs in wildlife habitat, water development, water quality, tree planting and care, community outreach and education, and land use planning.
- Represents the District in communications and program delivery with various local, state and federal agency personnel.
- Prepares and compiles materials for the monthly Board of Supervisors meeting.
- Record and transcribe meeting minutes.
- Prepare and administer budget, bookkeeping, accounts payable and receivable, payroll, payroll liabilities, payment distribution and required reports.
- Compile annual reports, work plans and newsletters.
- Work with local and state elected officials on the development and implementation of state and federal policies, rules and laws that affect land use in the District.
- Attend trainings, workshops, work session, seminars, conferences, meetings and conventions.
- Keep and maintain accurate records.
- Perform field work in program areas.
- Continue information and educational programs.
- Administer district grants and agreements.
- Other duties as assigned.

Knowledge, Skills and Abilities Required:

- Good work ethic.
- Strong computer skills (MS Word, Publisher, QuickBooks, etc.).
- Experience working with the public and other agencies and groups.
- Organizational skills, task scheduling and task prioritization.
- Self-starter with ability to work independently with excellent communication skills, both verbal and written.
- Strong writing skills, special proficiency in article, grant and report writing.
- Ability to travel occasionally.
- 4 year degree in Natural Resource Management or related field or equivalent experience.

Board of Directors

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- Must have valid driver's license.

Physical Requirements:

- Endure extended periods of sitting, standing, walking, stooping, kneeling, bending, lifting, etc.
- Lift up to 50 pounds.
- Work equally well in indoor and outdoor environments.
- Tolerate temperature extremes, intense sunlight, rain and/or snow, high winds, dust, pollen etc.
- Work/ wade in flowing water.

This is a full-time At-Will position and serves at the discretion of the Weston County Natural Resource District Board of Supervisors. Benefits (paid vacation and sick leave, health insurance, Wyoming State Retirement)

Note: This Job Description is subject to change based on priorities set by the Board of Supervisors.

Weston County Natural Resource District is an Equal Opportunity Employer

Board of Directors

Alicia Redding

Gene Norman

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