Job Announcement

Position: District Manager  
Location: Dixon, California

Salary: $80,000 - $100,000 – Fulltime  
Application Due: 5:00 pm on Feb. 11, 2020

The Dixon Resource Conservation District (DRCD) is a non-regulatory, local special district empowered to address a full suite of natural resource opportunities including soil and water conservation, wildlife habitat enhancement and restoration, control of aquatic species, watershed restoration, conservation planning and education. The DRCD encompasses the northeast portion of Solano County and the southern Yolo Bypass in Yolo County, approximately 115,000 acres including private, state and federal land. DRCD endeavors to represent the landowners within its boundaries historically through the operation of its drainage system, and has more recently taken leadership roles in Water Quality compliance issues and Groundwater Sustainability concerns of its landowners. Through collaboration and partnerships, DRCD works throughout Solano County with adjacent RCD Districts.

The District Manager will lead the DRCD to address local drainage, regional flood management, water quality, groundwater sustainability and natural resource needs in Solano County in coordination with many state and local agencies, non-profits, and other community partners.

Our work is currently carried out by a professional and passionate team of four staff, contractors and partners. Current program areas are focused on water management including:

- Management of the DRCD drainage system: a 70 mile ditch system serving 33,000 acres with 209 agricultural customers and the City of Dixon.
- Regional flood management including planning, implementation and management for the Dixon Regional Watershed Joint Powers Authority (DRWJPA) – DRCD provides contract management to the DRWJPA and the District Manager serves as the Secretary/Manager.
- Water Quality: lead co-manager of the Dixon / Solano RCD Water Quality Coalition (D/SRCDWQC) assisting landowners and producers with Irrigated Lands Regulatory Program compliance covering 130,000 with 900 members/reporters, as a member of the Sacramento Valley Water Quality Coalition (SVWQC) – The District Manager is member of the SVWQC Management Advisory Committee.
• Groundwater Sustainability: developing and researching groundwater recharge projects and representing the District on the Solano Subbasin Groundwater Sustainability Agency.

Position Summary:

The District Manager is responsible for leading the implementation of the DRCD’s strategic plan, including initiating and managing partnerships with a large and varied group of external governmental agencies, researchers, non-governmental organizations (NGO) and private partners, securing the funds needed to operate the DRCD’s programs, and directing the programmatic and business operations of the District. The District Manager is responsible for the fiscal management of three (3) separate agency budgets (DRCD, DRWJPA and D/SRCDWQC) along with five (5) project specific budgets and multiple grants that at times have exceeded $1.5 million.

The District Manager is an at-will employee who reports to a five-member Board of Directors.

The position requires a broad-based knowledge of natural resources, fiscal management skills, self-direction, strategic thinking, collaborative leadership, and problem-solving abilities in order to carry out the DRCD’s mission. A successful candidate will possess a strong commitment to agriculture, natural resource conservation, and have experience working collaboratively with a wide range of partners and community stakeholders such as RCDs, Counties, regional agencies, NRCS, or other similar agencies or nonprofits. The ideal candidate should also have understanding or experience in water system management, maintenance and construction.

Experience and Education Requirements:

• BA/BS, from an accredited school, ideally in agriculture, environmental planning, natural resource management, environmental engineering, business or public administration, or a related field
• A minimum of five years of experience with public agencies or NGOs, including a minimum of three years of experience in a leadership or program management role
• Experience with financial management; human resources; fund development; and grant management
• Competency with current computer technologies, including Microsoft Office, Google Docs
• Excellent writing and public speaking skills, strong verbal communication skills
• Strong ability to engage a wide range of stakeholders and cultures
• Passion, integrity, positive attitude, mission-driven, and self-directed
• A California C Driver's License, auto insurance and successful completion of a background check

**Desired Qualifications:**

• Experience with water management and planning
• Experience with project or construction management
• Experience in responsible budget development, projections, reporting and management
• Training or background in natural resources related field
• Ability to maintain, enhance, and foster a strong working relationship with public and private partners
• Experience in identifying needs and evaluating potential funding opportunities to maintain existing programs and expand or initiate programs
• Experience supervising operational aspects of an organization, including oversight of contractual and legal agreements, technical projects, management of staff and human resources and coordination with financial and administrative staff
• Experience reporting to a governing Board
• Experience supporting and implementing projects, programs or initiatives
• Experience with public relations, outreach, and/or media strategies
• Relates well to all kinds of people; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact
• Planning - accurately scopes out strategic and work plan implementation; sets objectives and goals; anticipates and adjusts for problems and roadblocks
• Results-oriented and accountable - pursues work with energy, drive, and a need to finish
• Discretion - can deal with sensitive issues and information in a professional and, as required, confidential manner
• Team-oriented - works effectively with others; actively contributes to the achievement of group and organizational goals; accepts shared responsibility and ownership of projects.
• Integrity - is widely trusted and seen as a direct, truthful individual; keeps confidences; admits mistakes

**Additional Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 35 pounds; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to
communicate on a telephone, via email, and in person; and ability to properly prepare for long hours exposed to the elements.

**Salary and Benefits:**

Salary is commensurate with experience. The fulltime salary range is $80,000 - $100,000. The DRCD's benefits package includes individual employee health benefits, discretionary leave time [vacation leave 80 hours (yrs. 1-2), 120 hours (yrs. 3-8), 160 hours (yrs. 9-15), sick leave 94 hours per year, 10 paid holidays], and retirement benefits (SIMPLE IRA) district will match up to 3% of employees contribution.

**Please Note:**

Incumbent may be required to use personal vehicle for work duties when District vehicle is not available. District will reimburse mileage at the federal rate.

**How to Apply:**

To apply, please submit a completed application form, a cover letter, resume (reflects the size of staff and budget you have managed, your breadth of responsibility and authority, beginning and end dates of positions held), and three references, with no more than one personal reference (who will not be contacted without prior notice).

**Supplemental Questions (Included on the application):**

1. Tell us why you are interested in becoming District Manager for DRCD.
2. Describe your experience with water resource management.
3. Describe your experience with development and management of projects, contracts and grants.
4. Describe your leadership style. What do you believe are the key factors to maintaining a positive and productive working relationship with staff, board, and the public?
5. Describe any experience you have working with a Board of Directors.

**Submit applications to:**

**Dixon Resource Conservation District**  
1170 N. Lincoln Street, Suite 110  
Dixon, CA 95620  
(Put “District Manager Application” on outside of envelope)

Or submit through email to john-currey@dixonrcd.org  
Write as a subject heading “District Manager Application - INSERT YOUR NAME”.

View the position description through the Dixon RCD website at: www.dixonrcd.org
Applications will be accepted until 5:00 pm on **February 11, 2020**, or until the position is filled.