

Classifieds

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District Program Manager

Conservation District Program Manager

The Estill County Conservation District needs a District Program Manager. The position description and employee responsibilities are as follows:

This position includes responsibility for performing program management, clerical, and administrative duties for the Estill County Conservation District, to include providing technical assistance as needed to Conservation District Supervisors and clients.

The District Program Manager:

1. Serves as receptionist for the District NRCS Office, answering phone calls, and greeting the general public in a courteous and professional manner.
2. Maintains records of District business transactions on a daily basis. Prepares meeting minutes and monthly financial reports. In coordination with the District treasurer, pays bills, prepares taxes, and orders supplies.
3. Maintains the District and NRCS files in accordance with established standards.
4. Coordinates requests for District and NRCS assistance.
5. Assists the NRCS District Conservationist on an as needed basis after all priority Conservation District work is completed.
6. Maintains a cooperative working relationship with other agencies, including the NRCS, Farm Service Agency, Cooperative Extension Service, and the Kentucky Division of Conservation.
7. Provides technical assistance and information to conservation cooperators clients.
8. Attends District and NRCS meetings and training sessions as required to maintain adequate working knowledge of conservation programs and their execution.
9. Compiles all information for monthly Estill County Conservation District Board meetings.
10. Performs all duties and actions incumbent to this position in a safe and professional manner according to established Estill County Conservation District standards.

The salary range for this position is \$14-16 per hour, dependent upon demonstrated skills and experience.

Interested applicants are asked to send a resume no later than Monday April 13, 2020, to:

The Estill County Conservation District Office
1505 Richmond Rd.
Irvine, KY 40336

If you have questions, please call 606-723-5104.

Hours and days of business are:

Monday through Friday, 8:00a.m. - 4:00 p.m.

ECCD is an Equal Opportunity Employer

Real Estate

Janette McGreal - Realtor
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Stickeler's Answer

Stickelers Answer

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Real Estate



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Bill Van Winkle
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Mon.-Wed., 9:00-1:00 or
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