



Contract District Manager – Job Announcement

Application Period: October 17 – November 7, 2025

Anticipated Start Date: December 1, 2025

Location: Yerington, Nevada

Contract Type: Contract position with the potential to become permanent

Reports To: Boards of Supervisors, Mason and Smith Valley Conservation Districts

Position Overview

The Mason Valley and Smith Valley Conservation Districts are jointly seeking a motivated and community-minded individual to serve as Contract District Manager. This position oversees the daily administrative and operational functions of both Districts, including conservation project coordination, budgeting, reporting, and staff oversight. The successful candidate will demonstrate strong organizational skills, professional communication, and a genuine interest in supporting natural resource conservation and local agriculture in western Nevada.

Key Responsibilities

- Oversee daily operations, budgets, and records for both Conservation Districts.
- Supervise and support field and administrative staff.
- Manage grants, prepare reports, and track reimbursements.
- Collaborate with landowners, partners, and agencies on conservation programs.
- Represent the Districts at local and regional meetings and outreach events.
- Attend regular meetings of the Boards of Supervisors.
- Support the Boards in planning, compliance, and coordination of district projects.
- Identify, pursue, and secure grant funding to support District programs and operations; manage grant reporting and compliance requirements.

Preferred Qualifications

- Education: Associate or bachelor's degree in natural resources, agriculture, environmental science, business administration, or related field — or equivalent relevant experience.
- Experience: Prior experience in conservation, agriculture, project coordination, or public administration preferred. Experience managing budgets, grants, or programs is beneficial.
- Skills: Excellent organizational and written communication skills. Proficiency in Microsoft Office (Word, Excel, Outlook). Comfortable working independently and managing multiple priorities. Ability to learn and use financial management software (QuickBooks experience a plus).
- Experience with grant research, writing, budgeting, and administration
- Experience with GIS software, GPS technology, and spatial data management

Contract Details

- Type: Professional services contract (contractor, not employee).
- Compensation: \$25 - \$35 per hour, DOE.
- Duration: Initial contract term through FY26 (June 30, 2026), with a permanent offer pending the completion of the probationary period.
- Vehicle Use: A District vehicle will be available for work-related travel during business hours.

Application Instructions

Submit the following materials by November 7, 2025, at 5:00 PM:

- Cover letter describing relevant experience and qualifications.
- Résumé or CV.
- Contact information for three professional references.

Submit materials electronically to: melania@msvcd.gov

Interviews will be conducted November 12-14, 2025.

About the Mason Valley & Smith Valley Conservation Districts

The Mason Valley and Smith Valley Conservation Districts are local government entities dedicated to conserving soil, water, and natural resources through voluntary, community-based programs. Working with landowners, agencies, and partners, the Districts promote sustainable agriculture and environmental stewardship across western Nevada.