



Dayton Valley Conservation District

District Manager

Job announcement

July 2026

Position Description:

Responsible for managing, coordinating and directing all operations, staff and business activities of the Dayton Valley Conservation District (DVCD).

Essential Functions:

- Manages and directs the activities of all staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews staff time in accordance with grant budgets; directs the recruitment of staff; conducts performance evaluations of staff.
- Works closely with the Board and staff to develop budgets, project priorities and short- and long-term goals. Keeps the Board of Supervisors and partnering agencies updated on project milestones and District activities as needed.
- Manages, monitors and documents restoration projects, noxious weed control, riverbank stabilization projects, hazardous tree removal and other District projects.
- Manages all required project permitting, oversees project bidding & contracting with the aid of the administrative assistant.
- Assures that the District is in compliance with all applicable NRS/NAC requirements related to bidding & procurement, Open Meeting Law, OSHA safety regulation and others as they apply to District operations.
- Works closely with State & Federal agencies such as NV Div. of Environmental Protection (NDEP), State Lands Division, NV Department of Wildlife (NDOW), NV Department of Transportation (NDOT), US Army Corp of Engineers (USACE).
- Will be required to work in the field to complete site walk throughs, project construction progress evaluation, final inspections, seeding and planting, spraying of herbicides and other applicable duties.
- Researches, writes and manages multiple grants funded from a variety of agencies such as Lyon County, State of NV, Federal agencies and Conservancy Districts.
- Analyze proposed State and Federal legislation and administrative regulation changes that may impact the District's operation. Work closely with other Conservation Districts, Conservancy Districts and County Commissioners as needed to evaluate and understand any proposed changes that may affect the District.
- Manages the District's fleet, equipment and tools. Develops and maintains up to date inventories such as herbicide quantities purchased, distribution of materials to users and location of application, tools and equipment including office equipment.
- Represents the District at various public meetings and professional association meetings as necessary to help keep the public and granting agencies up to date on District activities.
- Must be willing to work with a flexible schedule depending on project demands, weather, public meeting schedules and program deadlines.



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- Must be able to communicate effectively with District staff, with permitting agencies and with landowners where Right of Access must be obtained & maintained for project construction.

Preferred Skills

- Work experience in Natural resource management, conservation, construction or a related field.
- Knowledge of bioengineering, riverbank stabilization, and understanding construction plans and projects.
- Knowledge of NV project Engineering and Construction procurement & bidding processes
- GPS/GIS mapping and experience
- Landscaping and erosion control
- Experience working with government funded grants.
- Project planning and budget management
- Project reporting and technical writing
- Herbicide application

Education and Experience requirements:

- Bachelor's degree in science, agriculture and/or a combination of education and experience to successfully perform job duties.
- Must be able to pass a background check/fingerprinting and drug test.
- Computer and communication skills are necessary. Microsoft 365/Office programs, Outlook, Google Earth pro, QGIS/ ARC GIS programs.
- Valid driver license or the ability to attain one.
- Willingness to work a flexible schedule.

Benefits and compensation:

- Starting salary is \$55,000-\$65,000 per year (DOE)
- 2 weeks paid vacation yearly (does not accrue)
- 2 week paid sick leave yearly (does not accrue)
- Health insurance reimbursement (amount to be approved by Board of Supervisors)
- District vehicle for daily use on District tasks only.
- State Holiday leave.
- Reimbursement for Special Licenses & Certifications (as approved by Board of Supervisors)

Physical Demands & Working Environment:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Mobility to work in typical office and field construction settings and use of office and construction equipment.
- Strength to lift and carry up to 50 pounds.
- Ability to traverse uneven terrain, riverbanks & streams with flowing water and construction sites.



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- Vision to read printed materials, complex construction drawings and computer screens.
- Hearing and speech to communicate over the telephone and radio systems.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, dust, heavy equipment noise and exposure to high river flows.

Special accommodation necessary to complete interviews and job duties are available upon request.

This announcement is subject to close at any time or if the position is filled.

Please submit resume, cover letter and a list of professional references to:

The Dayton Valley Conservation District

775-246-1999

P.O box 1807, Dayton NV 89703

Or

Email to: Melissa Wiggins – Admin Assistant

mwiggins@daytonvalleyconservation.com