

Creek County Conservation District

Information for District Manager Applicants

Duties Include:

- Serves as office administrator for the District/NRCS Field Office
- Accounting / Bookkeeping for the Conservation District
- Manage the local cost-share program assisting farmers & ranchers to submit applications for financial assistance for implementation of conservation practices
- Provide administrative support to the Natural Resources Conservation Service in development and administration of Conservation Plans and Contracts for Farm Bill delivery
- Coordinates outreach and education activities

Knowledge, Skills, and Abilities:

- A strong interest in the district's functions, mission and programs is required.
- Ability to plan, organize, prioritize, and complete work assignments as needed.
- Ability to work independently.
- Knowledge of English usage, including grammar and composition; ability to write and edit.
- Must possess the ability to interact with the public and coworkers in a positive and engaging manner.
- Knowledge of proper office practices, processes, and computer software programs.
- Ability to establish and maintain effective working relationships with others.

Exhibited Behaviors:

- **Customer Service**
 - Helpful to and fulfills requests of customers. Builds positive cooperative relationships with customers. Creates a positive image for the conservation district, Natural Resources Conservation Service (NRCS) and State of Oklahoma. Attitude, behavior, and performance is professional, courteous, respectful.
- **Teamwork**
 - Always willing to assist others to accomplish tasks and be successful. Fosters positive relationships within the district and NRCS as well as other customer groups. Keeps others informed of schedule, challenges, and accomplishments. Advises District Directors of activities in which they should participate. Exemplifies "team player" attitude and behavior with all customer groups.

➤ **Problem-Solving**

- Prioritizes tasks and activities on an ongoing basis. Identifies and pursues necessary resources for solving problems. Seeks innovative and creative solutions. Takes initiative to address needs. Suggests operational modifications to improve efficiency and effectiveness.

➤ **Leadership**

- Sets goals and objectives for projects to promote vision and advance mission. Exerts positive influence on customers, clients, co-workers, and associates. Recommends changes in work methods to improve performance. Leads by example.

Minimum Qualifications:

Must have a valid Oklahoma Driver's License.

Successful candidate must be willing to submit to a federal background check to gain access to computer system.

Compensation:

Full-time (40 hours per week) benefitted position with a starting salary of \$3,287.00 monthly.

Employee benefits are outlined on a separate page included in the packet.

How to apply:

Interested and qualified applicants should submit a **COVER LETTER** and **RESUME** with daytime phone number and email. Documentation of certifications and trainings should also be included and a **minimum** of **TWO EMPLOYMENT REFERENCES**.

Submit Application Materials To:

Creek County Conservation District
Attn: Rhonda Bowman, Area III District Coordinator
203 South Elm Street
Bristow, OK 74010

Or Email

Creek County Conservation District at creekccd@conservation.ok.gov

Deadline to receive applications: Close of Business – **Friday, April 4, 2025, by 4:30 p.m.**

???Questions???

For questions, please contact Rhonda Bowman, creekccd@conservation.ok.gov or 918-367-2113 extension 3.