

DISTRICT MANAGER

POSITION DESCRIPTION

The District Manager is the agricultural liaison of the District, reporting to the Board of Directors, and is responsible for providing guidance in all matters relating to agricultural operations and providing long term vision and direction for the District consistent with the strategic plan, goals and objectives, and policies established by the Board of the Directors.

DUTIES

1. Actively seek out and write grant proposals that continue and maintain the work of the RCD at the level of operations directed by the Board of Directors. Coordinate with the Executive Director, and other appropriate staff, in determining the scope and budget for any grant proposal to assure it fits with the mission, goals and expertise of the RCD.
2. Act as the primary RCD representative to the Farm Bureau, the Sonoma County Agricultural Preservation and Open Space District, and the Natural Resources Conservation Service.
3. Inspect and Oversee construction projects.
4. Work with the Executive Director to research grants, develop fee for service contracts, and foster relationships with potential funders.
5. Ensure that statutes and government rules and regulations pertaining to or affecting District operations are followed.
6. Work with the agricultural community to develop projects for potential grant funding.
7. Assist Project Manager in preparation for project work, i.e. notifying contractors of upcoming bids, tracking delivery of bid packages, attending project site tours, gathering necessary project site information for groups.
8. Support and participate in the District's educational and field activities.
9. Provide leadership and guidance to District personnel as necessary.

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10. Support the Executive Director or Project Director in the preparation of contracts with funding sources, bid documents, and contracts for contractor services and materials.
11. Maintain and enhance the RCD Board of Directors working relationships with appropriate officials at the local, county, state, regional, and federal levels to further promote the needs and objectives of the District.
12. Other duties as assigned by the Board.