



Pima Natural Resource Conservation District
3241 N. Romero Road
Tucson, AZ 85705-9223
Phone (520) 292-2999 x 111 * Fax (855) 848-4339



Part-Time Position Announcement: PROGRAM ADMINISTRATOR

The Pima Natural Resource Conservation District (District) is seeking a part-time (20 hours per week maximum) Program Administrator to assist the Board of Supervisors in fulfillment of its mission.

Starting wage \$12.00-13.50 per hour.

Pima Natural Resource Conservation District is an Equal Opportunity Employer that does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

Major Duties:

ADMINISTRATIVE---

Coordinates all administrative functions of the District. Arranges monthly and special meetings of the District Board, providing agendas and other information as needed. Posts all meeting announcements, agendas and minutes for public view in accordance with Arizona Open Meetings Law. Position will also serve as recording secretary for all District meetings and for the Local Work Group to support administration of USDA Farm Bill Programs. Maintains current, well-organized and accurate records of all District activities. Preferred candidate will perform light bookkeeping duties. Prepares accurate and timely reports to the District Board, the USDA Natural Resources Conservation Service (NRCS) and the Arizona State Lands Department (ASLD). Interacts positively with District Board, NRCS Staff, other Conservation Districts and other conservation partners.

PUBLIC RELATIONS & OUTREACH---Assists District in liaison work with federal, state and local governments and agencies, as well as interested groups to obtain technical, financial, and educational assistance for priority projects within the District. Supports interaction with local, state and federal officials and legislators to obtain support for priority projects within the District. Supports close working relationships with these individuals and groups to insure understanding and cooperation with the District. Creates and distributes quarterly newsletter. Supports promotion of district activities through developing and maintaining a strong public information and education program with the media, stakeholders, and other interested entities.

PROGRAM PROMOTION/IMPLEMENTATION/PROGRAM MANAGEMENT---Supports the District in promoting and implementing natural resource conservation programs. Emphasis to be placed on USDA Farm Bill programs, State of Arizona programs, local programs, and other government and non-government programs.

Minimum Requirements:

Citizen or legal resident of United States of America. Minimum of two years college education, training and/or work-experience which includes administrative duties; Proficient in the use of Microsoft Office Suites and Quick Books, including software applications that may be required for job; Able to plan, organize and assist in conducting public meetings; create accurate written meeting records; Effective communication skills (both written and oral); background and/or education in natural resources or agriculture is preferred, but not required; Ability and commitment to meet deadlines. High level of interpersonal skills; AZ Driver's license, reliable transportation.

Desirable Traits: (Knowledge, Skills, and Abilities)

Ability to work independently and/or as part of a team; Ability to organize and prioritize work assignments; Able to follow oral and written instructions in creating monthly, quarterly, annual reports, and other written records prepared on behalf of the District; Ability to provide outreach and education to diverse groups; Ability and willingness to travel within Arizona.

Send resume and 2 letters of recommendation to 3241 N Romero Rd, Tucson, AZ 85705-9223 no later than November 14, 2014. The selected applicant will be subject to a pre-employment background investigation, which will include a fingerprint check.