



1002 HOLLENBACK LANE, SUITE C
DEER LODGE, MT 59722
(406) 560-3214
deerlodgenorthpowellcd@macdnet.org

District Administrator

Location: Deer Lodge, Montana (*Hybrid work setting can be arranged*)

Pay: \$20-\$25 per hour (depending on experience and qualifications)

Job Type: Full-time (40 hours/week)

Anticipated Start Date: September 1, 2026

Position Open Until Filled

About Us

The Deer Lodge Valley and North Powell Conservation Districts (DLVCD/NPCD) work with landowners, agencies, and community partners to support responsible natural resource stewardship, conservation education, and sustainable land management. We are seeking a dedicated and organized District Administrator to support daily operations and serve as the primary point of contact for both Districts.

Position Summary

The District Administrator manages all administrative, fiscal, and program-related functions for the two Conservation Districts. This position works independently with general guidance from the Boards of Supervisors and interacts regularly with the public, partner agencies, and conservation organizations.

Responsibilities

- Oversee daily office operations and provide professional customer service
- Write, secure, and manage federal, state, and local grants
- Administer education, outreach, and informational programs
- Develop new programs with Board oversight
- Maintain bookkeeping, budgets, financial reporting, and general fiscal management
- Manage website content, social media, or public-facing communications
- Process Montana Natural Streambed and Land Preservation Act (310) permits
- Organize workshops, public meetings, events, and monthly Board meetings
- Represent the Districts at local and statewide meetings or conferences
- Serve as Recorder for monthly Board meetings
- Perform additional duties assigned by the Boards or listed in the annual work plan

Qualifications

Required Skills & Experience

- Strong communication skills and ability to work with diverse groups
- Ability to work independently, stay organized, and manage multiple priorities
- Professional conduct, reliable attendance, and timely responsiveness



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- Ability to produce clear, professional reports, letters, and written communications
- Experience with Microsoft Office, Microsoft Excel, and QuickBooks
- Ability to complete NRCS annual IT security and privacy training requirements
- Familiarity with conservation, agriculture, or natural resource work

Additional Requirements

- Valid Montana driver's license and clean driving record
- Access to a personal vehicle (mileage reimbursement provided)
- Ability to handle confidential information and public funds
- Background check and fingerprinting may be required for onboarding and secure system access
- Ability to attend monthly evening meetings and occasional weekend events

Benefits

- Paid sick, annual, and holiday leave per State regulations
- Health Savings Account (HSA) contributions
- Retirement program contributions

Equal Opportunity Statement

The Deer Lodge Valley and North Powell Conservation Districts prohibit discrimination in all programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or income derived from public assistance programs.