

HILL COUNTY CONSERVATION DISTRICT

District Administrator

JOB DESCRIPTION

Title: District Administrator

Location: Havre, MT

Term: Permanent, Hourly, Both Part time and Full Time Available

Rate/Benefits: \$24.00/hour, Health insurance premium coverage, Montana PERS Retirement

Inquiries: emma.k@macdnet.org

Closing Date: Posted 10/01/2026, open until filled.

About HCCD: The Hill County Conservation District is a local government entity representing the natural resource needs of the residents of Hill County Montana. This is accomplished through local education, programs (Tree Day, Pollinator Seed, Water Quality Monitoring, Producer Cost-Shares, etc.), and communication with local and state representatives. District actions are directed by a board of five elected and two appointed officials that meet once monthly.

The Function of the Conservation District

"To take available technical, financial, and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of the local land user for conservation of soil, water, and related resources." - Pete Nowak

About the Role/Position: A conservation district administrator functions as a representative of their organization and of the natural resource needs of their county. They facilitate local involvement in local resources. They perform on a self-directed day-to-day basis to execute the vision of their governing board. The administrator runs natural resource programs for their community, pursues and manages the grant funding required to maintain these resources as well as their own position, and maintains district finances and reporting in accordance with State Law.

Core Responsibilities:

- Represent the Hill County Conservation District in a professional capacity day to day. Manage district emails, phone calls, and online presence.
- Maintain regular communication with the Board, organize and attend monthly board meetings.
- Administer and oversee fiscal functions – bookkeeping, payroll, budgeting, and financial reporting.
- Write, manage, and pursue federal, state and local grants.
- Administer Natural Streambed and Land Preservation Act (310 permits).
- Attend appropriate meetings, conferences, and training.
- Organize and execute Board directed projects and programs in accordance with the Annual Work Plan.

- Organize and execute Board directed dinners, workshops, public meetings, and other scheduled events.
- Administer existing District education and information programs on a county-wide basis. Develop and administer new education and information programs.

Minimum Qualifications (Education and Experience): High School diploma or equivalent. College degree or work experience equivalent. Familiarity with basic computer skills, including spreadsheet management. Familiarity with Google products.

Preferred Qualifications:

- Willingness to approach the world with a curious mind.
- Investment in community action.
- Ability to function in a mostly self-directed environment.
- Desire for continuous professional and personal growth.

For more information please contact Emma Korntheuer at emma.k@macdnet.org.