

Seeking a District Secretary for Lander County Conservation District

LCCD: The Lander County Conservation District is one of 28 Conservation District in Nevada. Conservation Districts are subdivisions of state government and each district is governed by a board of five to seven supervisors who are locally elected from their district. The LCCD covers the entire County of Lander and is engaged in locally led conservation with many State, federal, and local partners. The CD's mission is to take 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.

Brief description of position: The position will require around 30 hours a month, having the ability to be flexible with your schedule is necessary. CD meetings are often held after typical business hours and your availability will be mandatory at those meetings. The ability to answer and correspond with partners and the general public during regular business hours Monday through Friday will also be necessary for you to perform well in this position. Ideal candidates will be able to communicate clearly, perform accounting and secretarial work, prepare minutes, agendas, notes and other meeting necessities, capable of making field visits and checking conservation project, and must possess a valid driver's license.

Background requirements: Three years of secretarial experience or a degree from an accredited school, or a combination of education and experience. Having a background and education in agricultural production, conservation, environmental studies, or related fields of study is a huge bonus to understanding the dynamics of the CD and the position.

Work location: Battle Mountain, office location will be determined upon hiring.

Salary: Based on applicants' knowledge, expertise, education, and background (\$12-21/hr)

Position closes AUGUST 20th, 2020

To apply and submit a resume please go to <http://www.nvlccd.org/> for entire job description and submission instructions. Or contact Conservation Staff Specialist, Melany Aten at 775-625-0901 / Maten@dcnr.nv.gov

