



*Local, Common Sense Conservation*

5242 Highway 89 South  
Livingston, MT 59047

406-946-3008  
www.parkcd.org

## **DISTRICT ADMINISTRATOR - JOB DESCRIPTION**

**Location:** Livingston, MT  
**Reports to:** Park Conservation District Board of Supervisors  
**Status:** 32-40 hours per week, flexible depending on candidate  
**Salary:** \$28-\$31/hr starting wage, DOE  
**Apply by:** March 15<sup>st</sup>, 2026 – position open until filled  
**Projected Start:** May 2026

### **Summary of Position**

The Park Conservation District (PCD) seeks a District Administrator (DA) to join our team. The DA works to promote the soil and water conservation mission of the PCD and oversees daily operations of the District. The DA provides administration, management, communication, and technical support to the Board of Supervisors.

The PCD is a subdivision of state government and receives revenues from real property taxes in Park County. The DA is responsible for the administration of the Montana Natural Streambed and Land Preservation Act, known as the 310 Law. A critical part of the DA's job duties includes reviewing 310 permit applications, scheduling site inspections, and processing 310 permits. The DA is responsible for fostering existing and building new partnerships, district wide planning and implementation of conservation projects, water reservation management, and providing support for the Upper Yellowstone and Shields Valley Watershed Groups. Qualified candidates will preferably possess knowledge of and passion for, natural resource management, including agriculture, soil, and water conservation.

### **Job Duties**

#### ***Administration and Management (training provided):***

- Carries out clerical duties; answers phones, responds to emails, prepares written correspondence, and provides customer support to the public.
- Monthly Board meetings - schedules and distributes public notice, prepares meeting materials, agenda and minutes, and files minutes with DNRC and Park County.
- Assists with annual budgets, mill and permissive levy submissions, CD policy, Adopted Rules, DNRC reporting, and annual and strategic planning updates.
- Updates PCD website with monthly meeting agenda, minutes, 310 permitting information, and education opportunities.

#### ***310 Permit Administration and Management (training provided):***

- Knowledge and experience of the Montana Natural Streambed and Land Preservation Act (310 Law).
- Experience and familiarity with working landscapes and their associated projects (headgates/culverts/bridges/stream restoration).

- Processes 310 permit applications, complaints, and emergency notices as prescribed in the 310 Law. Maintains 310 permit data systems and record keeping.
- Coordinates among PCD Board Supervisors, Fish, Wildlife and Parks, and applicants to schedule 310 permit site inspections.

***Water Reservation Administration and Management (training provided):***

- Process new applications.
- Manage records, communication, and annual reports.

***Partnerships, Planning, Education and Outreach:***

- Disseminates information and educational materials to the public regarding the 310 Law, streambank protection, restoration, and conservation of natural resources.
- Disseminates information to the public through the PCD website, newsletters, and events.
- Maintains collaborative relationships with local, state, and federal agency partners, landowners, contractors, and the public. Professionally represent PCD values, mission and priorities.
- Outreach to landowners and landowner groups to provide information about conservation, permitting, water reservations, and projects.

***Assists with Project Development and Grants:***

- Assist with identifying and pursuing funding strategies and sources for conservation projects, manage grant applications and reporting requirements.
- Coordinates projects and works cooperatively with local watershed groups.
- Maintain complete records on active projects and create permanent paper and digital files.

**Qualifications:**

- Minimum of bachelor's degree in natural resources, agriculture, conservation, or another related field of study and/or applicable experience.
- Minimum three (3) years of professional experience, preferably in the area of natural resource management, agriculture, or another applicable field.

**Skills:**

- Proven ability to develop positive and effective working relationships with diverse partners including private landowners, agricultural groups, resource professionals, government agencies and the public.
- Ability to communicate effectively both verbally and in writing. Must be able to have consistent, professional interactions with the public. Ability to lead a meeting and speak in front of a small group of people.
- Strong organizational skills and attention to detail.
- Ability to meet deadlines and prioritize multiple tasks.
- Ability to publicly represent the Park Conservation District, its mission, and core values.
- Highly motivated, organized self-starter, and an ability to take initiative.
- Proficiency with Microsoft Office Suite, Adobe, Canva, Zoom, and WordPress.

**Work Environment:**

The position is largely an office position; however, occasional field work and day travel throughout Park County for field visits and partner meetings will be required.

- Must have valid driver's license.

- This position may include opportunities for overnight travel once or twice a year for professional development.

**Benefits:**

- As a permanent, part-time employee, the DA will receive annual leave, sick leave, and a health stipend on a prorated schedule according to the PCD personnel Policy. The DA can elect to participate in the Montana Public Employee Retirement - 457b Deferred Compensation Plan.
- Flexible and family-oriented schedule.
- Investment in professional development.

**If you meet 75% of the above qualifications, we encourage you to apply.**

**To apply:**

Please submit a cover letter explaining your interest in the position with a resume and three professional references to: Ashley.Lowrey@mt.nacdnet.net. Applicant review will begin immediately, and the position will remain open until filled. Park CD is an equal opportunity employer and values candidates who bring diverse perspectives to our work.