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123 FLATIRON

BUFFALO, WYOMING

Check us out on the web at jcweedandpest.com

Career Opportunity

Position Title: District Supervisor

Compensation & Benefits: Salary negotiable and commensurate with qualifications; Wyoming Retirement, Health insurance allowance, paid personal & sick leave, paid holidays, workers compensation, social security, and unemployment insurance.

Qualifications: Minimum B.S. degree in an Agriculture related field, with field experience in weed or pest control operations, experience in mapping including GIS, experience in Quickbooks including budgeting/ financial reporting/record keeping and experience in managing employees.

Requirements: Hold or obtain within 6 months of employment, a Wy Commercial Applicators License with appropriate categories; Hold or obtain within 2 years of employment, District Supervisor status from the Wyoming Board of Certification; Hold a valid Driver's license; Be bondable; and be at least 18 years of age.

Primary Task: Act as Administrative and Financial Officer for the District so as to carry out the District's programs in accordance with applicable Federal and/or State laws, regulations and policies; at the discretion of the District Board.

Job responsibilities: Oversee bookkeeping & accounting duties; prepare and adhere to an annual budget, seek grant opportunities as appropriate; maintain District property and records, maintain District mapping database through GIS; coordinate/participate in educational opportunities for professional growth, the Board and the general public; report to and advise the District Board; specific duties outlined on Job Description; coordinate weed or pest programs with state and federal agencies; and all other duties either related or yet to be assigned by the Board but with limited duties "in the field".

Location: The District Office is located in Buffalo, Wyoming, at the foot of the Bighorn Mountains, with a population around 4,000 and amenities of the community abound. The District covers all of Johnson County which offers a diverse landscape and work environment including mountains, sage dominated range, rugged canyons, riparian areas and crop land dominated by alfalfa/grass hay production. The District Board is seeking a highly motivated individual that will be committed to carrying out the core values and programs of the District in this historic County.

Application Process: The District will be accepting resumes until a suitable candidate is found. Submit completed Resume to the District Office, 123 Flatiron Drive to include: a brief cover letter with a Professional Summary and vision statement; work and education history, skills, accomplishments, available start date, and references that may be available upon request. Contact the District Office for additional information.

Other: Complete job description available upon request.

