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# **REQUEST FOR PROPOSAL**

## **MANAGEMENT, TECHNICAL AND ADMINISTRATIVE SERVICES**

September 2021

### **About Routt County Conservation District (RCCD)**

The Routt County Conservation District is a political subdivision of the State of Colorado which provides natural resources technical assistance and educational outreach to agricultural producers and private land owner in Routt County Colorado. The District serves as the local arm of the Natural Resource Conservation Service. Current programs include soil health; water quality and quantity; and forest and rangeland health. RCCD is a tax exempt, special purpose district authorized by, and organized under, Colorado Revised Statutes Section 35-70-101 et seq. (the "Colorado Soil Conservation Act" or the "Act").

### **Mission of the Routt County Conservation District**

To encourage stewardship of our natural resources which will ensure the preservation and sustainability of working landscapes through education, financial and technical assistance.

### **Purpose**

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified persons to provide management, technical, and administrative services to the RCCD. This RFP provides prospective proposers with information regarding preparation and submittal of proposals for consideration by the RCCD Board.

## **Scope of Services**

**Overview:** RCCD is looking for a person who is technologically savvy, is a strong communicator, has experience with event coordination and has familiarity with resource conservation practices. The successful candidate will report to the Board of Supervisors and will be responsible for administrative, outreach, grant writing, website management, and event-related duties. Tasks may also include working with landowners on resource conservation initiatives. This is a grant-funded position for a prescribed period of time pending acquisition of additional funding. The successful candidate will be hired as an independent contractor at the Board's discretion. The contractor will be responsible for furnishing a W-9 and will be responsible for paying any appropriate taxes and acquiring insurance independent of RCCD.

### **Tasks Will Include\*:**

**-Board Activities:** Attend monthly board meeting, keep board records, manage the RCCD office, prepare reports and statutory filings.

**-Grants:** Apply for, monitor and manage grants.

**-Event Planning:** Organize and attend events, RCCD Annual meeting, workshops, field tours, Hay Day, County Fair booth, etc.

**-Compliance:** Ensure compliance with state statutes and the policies of the Colorado State Conservation Board (CSCB) and the Department of Local Affairs (DOLA).

**-General Administrative:** Voice mail and emails responses, assist landowners, copy/print/scan documents, maintain office supplies and equipment, develop and maintain record keeping systems, oversee equipment rentals, manage sales as appropriate.

### **Required Skills:**

- Highly organized, detail-oriented, and efficient with time management
- Excellent verbal and written communication skills
- Problem solving, interpersonal, and customer service skills
- Self-motivated and self-directed
- Commitment to high quality work, professionalism, confidentiality, and safety
- Flexibility to perform a variety of duties and deal with unforeseen circumstances
- General computing skills
- Website management - knowledge of WordPress preferable

*\*This is not intended to be all-inclusive.*

### **Minimum Qualifications:**

- High school diploma or equivalent
- Two years of professional experience

- Ability to attend events outside normal business hours

### **Preferred Qualifications**

- Knowledge of agriculture and/or resources conservation
- Bachelor degree in related field of agriculture, conservation and/or environmental studies

**Salary:** Commensurate with experience and aptitude.

### **Estimated Level of Effort Required**

It is estimated that work tasks will require approximately 10 hours per week which may include attendance at RCCD monthly meetings. Work is scheduled to begin in the fall of 2021 and continue through the summer of 2022.

### **Proposal Requirements and Schedule**

Please submit in a single document a cover letter, resume, and a written approach to meeting the tasks as outlined above to: Lyn Halliday, RCCD Board President at [lhalliday@environmentalsolutionllc.com](mailto:lhalliday@environmentalsolutionllc.com) . **Proposals are due by Friday, October 1, 2021.**

The Board will review proposals and conduct interviews as necessary. References may be requested upon an interview.