

# Job Description: District Manager

## I. Position Information

- A. Under the direction of the Kanabec Soil and Water Conservation District (SWCD) Board of Supervisors, the District Manager is to fulfill the day-to-day management of the SWCD office. They are to oversee district staff, and ensure their work is meeting the goals and directives of the Kanabec SWCD Board of Supervisors. The manager is also responsible for administrative and assistance in financial duties of district operations. This position is full time.

## II. Duties, Functions & Responsibilities

It is the responsibility of the District Manager to fulfill the functions outlined in this document and to follow the policies and direction of the Kanabec SWCD Board of Supervisors.

- A. Responsible for human resources amongst district staff. This includes taking the lead on the hiring process and ensuring job descriptions stay current, maintaining proper personnel records, ensuring proper staff time tracking, conduct performance evaluations with personnel committee, ensuring training opportunities for staff, keep policy handbook updated, keep up on current employment laws, and approve leave. The manager is to work to promote a healthy, professional working environment, and active work on team building with all district staff. Supervises district employees including watershed coordinator, conservation technician, administrative assistant, and soil health technician. Provides feedback for shared services positions including the shared services forester.
- B. This position is responsible for the oversight of the administration of all district programs. The manager is to ensure all programs are being administered efficiently and effectively, whether it is a program they are directly administering, or is being administered by staff. This includes the oversight of the Snake River Comprehensive Watershed Management Plan (CWMP), and staff management of the Snake River Coordinator. Be responsible for administering state guidelines and local policy and preparing reports if necessary. Coordinate with other agencies, to ensure good relations and to take advantage of partnership opportunities. Responsible for administration of district board meetings, including drafting the board agenda, transcribing meeting minutes, preparing materials, and any other duties the board may assign. Responsible for long-term planning and goals using the direction of the board and input from district staff.
- C. Act as or assign staff as grant coordinator for the various grants the district may hold at any given time. Ensure proper grant tracking and reporting, including reporting on eLink. Responsible for maintaining grant compliance for all grants. Working with state grant compliance staff at BWSR or other non-BWSR grantors to reconcile grants and correct any errors in a timely manner. Work with district staff to ensure projects funded by grants are recorded properly with the information needed to report grant money spent effectively.

- D. Work with the Administrative Assistant and board treasurer to provide oversight on district finances. Work with the finance committee to develop the annual budget. This includes fund requests from various partners such as the Board of Soil and Water Resources, and Kanabec County. Act as purchasing agent or assist the board of supervisors with major purchases. Identify funding source opportunities for the district. Oversee various district reports. Be responsible for annual audit preparations.
- E. Personally represent or assign staff to represent Kanabec SWCD on various committees, boards, and partnerships. Attend meetings and conferences as a district representative. Encourage and coordinate supervisors and staff to attend various regional and state-wide conferences and other events to build relationships and promote district activities.
- F. Participate in and monitor activities with the 3 watersheds in the county that have comprehensive watershed management plans and partnerships. Coordinate staff to work collectively with these partnerships to successfully implement these plans and utilize the Watershed Based Implementation Funds associated with these plans. Work with watershed partners to ensure success of these plans and local conservation efforts.
- G. Oversee district education and outreach events and programs. Work with staff in order to successfully execute events and programs that help educate and inform local communities. Create and implement an annual outreach and education schedule. Utilize staff input to direct education and outreach events.

### III. Authority & Responsibility

- A. This position is not allowed to discuss programs the landowner may be involved in with other agencies or parties outside of the district staff and board. Staff can obtain the landowner's signature on a letter stating that the district is allowed to discuss any contracts with other parties not involved.
- B. As manager, it is under their authority to address personnel issues. Small infractions and suitable disciplinary actions are expected to be handled by manager. More serious infractions and issues are expected to be taken to the personnel committee, where the committee and manager will discuss the appropriate action. This is up to, but not limited to, termination of staff employment.

### IV. Work Conditions

- A. A large portion of this position is performed in the office. Computer work and paperwork are important parts of this position. Administration of the office and management of staff is a critical part of the position. At times travel for events, meetings, and other work related things will be required. You must be capable of traveling for these tasks.

- B. There will likely be a smaller portion of this position that will require you to work outside and out in the field. Walking over rugged terrain, uneven and/or wet ground will likely be encountered when performing this portion of the position.
- C. This position is required to work with a wide variety of people from other agencies and the public. It is important for this position to be able to work with individuals from many backgrounds, work to create a positive professional connection, and resolve any issues the most constructive way possible.

## V. Education & Experience

There are two educational and career pathways that may fulfill requirements for this position. An administrative pathway, or a technical pathway. Below are each pathway, and the requirements for them.

### A. Administrative Pathway

- 1. The following list is required.
  - a. A 2-year associate degree in office administration, finance, accounting, or related field.
  - b. Work experience within an office with accounting, finance, administration, or a combination of these things.
  - c. Demonstrated oral and written communication skills
  - d. Proficient in Microsoft Office applications including; Word, Excel, and PowerPoint.
- 2. The following list is preferred, but not required.
  - a. A bachelor's degree in office administration, finance, accounting, or related field.
  - b. Classes associated with conservation, or other natural resources.
  - c. Experience with staff management
  - d. Experience working with a soil and water conservation district, watershed district, or similar organization.
  - e. Experience with grant management
  - f. Work experience with conservation practices and project implementation
  - g. Experience with ArcGIS and/or ArcPro

### B. Technical Pathway

- 1. The following list is required.
  - a. A bachelor's degree in a natural resource field including; hydrology, geology, natural resource conservation, forestry, agricultural resources, agronomy, or other closely related field.
  - b. Work experience with a soil and water conservation district, watershed district, or similar organization
  - c. Work experience with conservation practices and project implementation
  - d. Demonstrated oral and written communication skills

e. Proficient in Microsoft Office applications including; Word, Excel, and PowerPoint.

2. The following list is preferred, but not required.

- a. Work experience with accounting, finance, administration, or a combination of these things.
- b. Experience with staff management
- c. Experience with grant management
- d. Experience with ArcGIS and/or ArcPro

VI. Signatures

---

District Manager

---

District Board Personnel Committee Member

---

District Board Personnel Committee Member