

Position Announcement – District Manager

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| Position Status | Full-time |
| Position Location | Mora, MN |
| Closing Date | June 9 th , 2024 |
| Salary: | \$69,000 to \$85,000 Dependent on Experience and Qualifications |

Position Purpose:

This position is responsible for the oversight and implementation of all District programs and policies following direction from the Kanabec Soil and Water Board of Supervisors. This position oversees the day to day operations and administrative functions of the Kanabec Soil and Water Conservation District. Policy and program direction is received from the Kanabec Soil and Water Board of Supervisors. This position is responsible for promoting and maintaining a healthy, professional work atmosphere at the District.

Desired Qualifications:

- A degree in administration, finance, accounting, or related field OR a degree in natural resource management, conservation, agronomy, hydrology, or related field. A combination of education and experience in soil and water resource management may be substituted for minimum educational requirements.
- A minimum of 3-5 years working in natural resource management and/or work experience with a soil and water conservation district, or closely related field.
- Experience in grant administration, project management, and fiscal management principals.
- Strong interpersonal skills with the capability of working effectively with members of the public, private and public partners. Have leadership abilities to create a health work atmosphere with both staff and district supervisors.
- Supervisory experience is preferred.

Essential Job Functions and Duties:

The duties below are considered regular responsibilities of this position. These are not to be considered exclusive or exhaustive. Additional duties and functions will be found in the job description. Other duties may also be assigned.

- Supervise and direct all SWCD staff; determine training needs and recommend personnel action to the SWCD supervisors. Represent the SWCD board in their absence at meetings and other functions.
- Provide oversight of the Snake River Comprehensive Watershed Management Plan for the district.
- Provide oversight and assistance with financial transactions and ensure the district maintains compliance with related state statutes of public fund expenditures.
- Administrate and delegate responsibilities for all district programs and maintain all related reporting requirements.
- Stay updated on financial activity of the district, work with the board of supervisors to prepare the annual budget, and present budget requests to partner agencies.
- Seek out and apply for grants to help fund the district, conservation projects, and other SWCD goals.
- Work with district staff to compile and record proper project documentation when working on cost-share projects with landowners and other partners.

Work is performed both independently and collaboratively with staff and other partner groups. Job responsibilities can take place in both the office and field settings. This position may also require travel throughout Minnesota. Some evening, weekend and overnight hours may be required.

Applicants

Please send both a cover letter and resume to:

Paul Swanson, Pine SWCD District Manager

1610 Hwy 23N

Sandstone, MN 55072

(320)216-4241

paul.swanson@co.pine.mn.us

When the announcement closes, all applicants will be reviewed. Contact will be made on whether applicants made it to the next step of the hiring process, or not.