

POSITION: District Manager, Walsh County Soil Conservation District - Full-Time
ADDRESS: 13351 Hwy 17, Park River, ND 58270
PHONE: 701-284-7363

POSITION SUMMARY:

Plan, organize, and coordinate the Soil Conservation District's agricultural and urban soil conservation programs and activities. Responsible for supervision of employees within the District.

ESSENTIAL FUNCTIONS:

1. Report to and seek guidance from the Board of Supervisors.
 2. Administer the State's agriculture cost-share program and manage all aspects of the program, including site evaluations, designs, and review of applications and claims.
 3. Interpret technical assistance requests and apply applicable resources.
 4. Administer status reviews and resolve compliance issues with landowners and/or contractors.
 5. Prepare the proposed budgets, grants, and funding requests for County, State, and other funding sources; oversee the overall finances of the District.
 6. Coordinate and plan the agenda for meetings of the District Board of Supervisors.
 7. Develop an annual work plan and workload goals for the District to implement conservation programs.
 8. Manage, supervise, assign, and review the work of and provide direction to District employees.
 9. Represent the District at meetings, hearings and conferences with officials, students, conservation groups, and the general public.
 10. Coordinate the District's conservation education programs; make education presentations to various groups, through field tours, workshops, and other events.
 11. Perform other duties as directed by the Board of Supervisors.
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KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of the practices, methods, and techniques of soil conservation programs and their implementation.
 2. Knowledge of the organization and function of local conservation districts.
 3. Knowledge of applicable local, State, and Federal conservation programs, procedures, and practices.
 4. Knowledge of Federal, State, and local programs related to soil conservation.
 5. Knowledge of Federal, State, and local laws and ordinances concerning sediment and erosion control.
 6. Ability to supervise and evaluate the performance of personnel.
 7. Ability to interpret laws, rules, and regulations concerning conservation programs.
 8. Ability to assess personnel and budgetary needs.
 9. Ability to plan, organize, and assess programs of the District.
 10. Ability to establish and maintain effective working relationships with staff, other agencies, public officials, and the general public.
 11. Ability to communicate effectively orally and in writing.
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EDUCATION AND EXPERIENCE:

Education: Bachelor's Degree in planning, resource conservation, natural resources, or a related field
PREFERRED BUT NOT REQUIRED; the District is willing to provide additional training.

Experience in soil conservation or related agricultural or natural resource programs PREFERRED BUT NOT
REQUIRED.

SALARY: \$50,000 to \$80,000; negotiable, depending on experience and education.

BENEFITS: Health insurance, plans negotiable.

PROBATIONARY PERIOD: 6 months

CONDITIONS OF EMPLOYMENT:

Employees are subject to pre-employment drug testing; extensive background investigation, included but not limited to reference checks, driving history, and an evaluation of training or experience.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work demands occasional strenuous effort, including walking, standing, stooping for extended periods of time; and lifting or handling moderately heavy equipment or materials. May require special safety precautions, e.g. working outdoors in adverse weather conditions.