



1005 High Avenue
Willmar, MN 56201
320-235-3906, Ext 3
www.kandiyohiswcd.org

MINNESOTA SOIL AND WATER CONSERVATION DISTRICTS

POSITION ANNOUNCEMENT

Position Title: District Administrator

Position Location: Kandiyohi SWCD, Willmar, MN

Employment Terms: Full Time, Benefits

Salary: \$67,000-\$75,000 a year, based on Experience and Qualifications

Application Deadline: Monday, December 6, 2021 at 4:30 p.m.

The District Administrator provides day to day management and assists with technical functions for the Kandiyohi SWCD that assures efficient and profitable operation of the District. The District Administrator will also be expected to represent the SWCD in all communications and associations.

Basic Qualifications

SWCD Basic Qualifications Requirements: Candidates must have a bachelor's degree with a major study in resource conservation agronomy or physical/earth science, with some course work in management and three or more years of related work experience, or an equivalent combination of education and experience.

This position also requires regular and timely work attendance, ability to establish and maintain working relationships with co-workers, agencies and clients. This position requires skills and experience in program development and administration, communications, personnel management and financial management. An ideal candidate would also have experience in soil and water management. The candidate must have a valid driver's license and ability to pass a USDA security background check is essential.

Supervision

This position is under direct supervision of the District Board.

Training schedules are self-directed and worked on independently, with approval of the District Board.

Compensation will be taken from the District Wage Scale.

Performance Evaluation

Performance evaluation of this position is the responsibility of the Personnel Committee and SWCD Board as presented in the Employee Handbook.

Essential Duties and Responsibilities

Manages and coordinates daily activities to implement annual and long-range plans and budgets for the District. Administers all local, state, and federal programs for the SWCD

Supervise work schedules and directs District personnel to complete SWCD service programs. Including but not limited to day-to-day activities, scheduling bi-weekly staff meetings, annual staff performance reviews and provide updates to the personnel policy as needed.

Works with staff to maintain adequate records and prepare needed reports for submission.

Identifies sources and recommends actions to the Board to secure operating funds for the SWCD through local, state, and federal grants, donations, cooperative agreements and contributions.

Works with the Office Manager and Finance Committee on establishing the annual plan and proposed budget as well as budget management and financial planning implementation.

Provides a monthly report to the Board on progress and issues affecting the District and will provide background information on any issue that requires establishment of District policies or as requested by the Board. Provides recommendations to the Board on priority District initiatives based on funding levels, local priorities and constituent feedback.

Coordinates grant applications and seeks other funding proposals as opportunities arise.

Report quarterly to the Kandiyohi Board of Commissioners on District operations, finances, and new ventures. Build this relationship to assure and/or increase annual allocation from county budget.

Initiates and directs a public information program through individual contacts, tours, local media, schools, public events and other groups upon request.

Keep up to date and knowledgeable on all federal and state programs by staying abreast of all laws, new technology/tools, and Best Management Practices (BMP's) affecting conservation activities within the District.

Representation of District on committees, boards, task forces, 1W1P's and all other functions requesting SWCD expertise.

Works with staff to promote District programs by personal contact with landowners through planning and presentations at workshops, schools, local groups, and special events.

Communicate clearly and effectively with landowners, partner agencies and staff. Promptly respond to all requests for service or information.

Assesses the needs for conservation work within the District through use of Conservation Assistance Applications (CAA) and/or Technical Assessment Forms (TAF) and recommend actions and programs to meet those needs.

Compiles and maintains detailed files on all projects including before and after photos. Works with staff to ensure grant files are fully completed before Board approval.

Assist Office Manager in preparing bills for District programs and services as well as making grant payments to landowners.

Work toward acquiring and maintaining personal Job Approval Authority (JAA). Assist staff members to acquire and increase their JAA.

Works with staff to order necessary supplies and maintain equipment to carry out District programs.

Technical duties as needed to support staff in the completion of projects and maintain adequate records.

Completes all other duties as directed by the SWCD Board.

Application Process:

All interested candidates should submit Resume and Kandiyohi SWCD Application by December 6, 2021. Candidates should either mail them to Kandiyohi SWCD 1005 High Ave NE, Willmar, MN 56201 or email to Sandra.Laumer@mn.nacdnet.net . If you have any questions, please call Sandy Laumer at 320-235-3540 ext 101.