

<b>Job Title:</b>	<b>District Manager -</b>		
<b>Hours:</b>	8 hours/day ½ hour for lunch break	<b>Working hour options:</b>	8:00-4:30
<b>Location:</b>	Bowman	<b>Travel Required:</b>	For Training and Meetings:
<b>Level/Salary Range:</b>	Dependent on experience	<b>Position Type:</b>	Full Time or Part Time Position type and hours are negotiable at the time of interviews.
<b>Benefits:</b>	Paid holidays, sick leave, and annual leave earned based on SCD Policy of years of service and hours worked. Benefit package will be negotiated.		
<b>Supervision:</b>	This position is the direct responsibility of the Board of Supervisors		
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
This position is that of a District Manager for performing management functions for the Bowman-Slope Soil Conservation District.			
<ol style="list-style-type: none"> <li>1. In cooperation with various federal, state, and local agencies assess the need for conservation work within the SCD and recommends actions and programs to meet these needs.</li> <li>2. Grant/Program Management             <ol style="list-style-type: none"> <li>a. Write grant and funding applications</li> <li>b. Conduct and manage needs assessments for projects</li> <li>c. Make oral and written presentations to funding committees for projects</li> <li>d. Manage Project workloads, budgets, and allocations</li> <li>e. Prepare documentation, report and track project process and required reporting</li> <li>f. Prepare final documentation and reporting for the end of projects</li> <li>g. Communicate and coordinate with project grantors and partners</li> </ol> </li> <li>3. Prepare and assist with SCD annual long range plan, and prepare budgets for review by the SCD Board</li> <li>4. Provide guidance for district board to secure adequate insurance on SCD equipment and liability</li> <li>5. Identifies sources and recommend actions for the SCD Board to secure the needed personnel for SCD operations</li> <li>6. Maintains a cooperative relationship with all agencies operating within the SCD</li> <li>7. Perform all actions and maintain adequate records for all accounting and financial aspects of the SCD</li> <li>8. Report monthly to the District Board of Supervisors on activities at the monthly District Meetings, keep SCD board informed of action taken, trends in conservation work and issues in which the district may have an interest or wish to become involved.</li> <li>9. Coordinate requests for district assistance with NRCS District Conservationist and other appropriate resources agencies.</li> <li>10. Prepare monthly comprehensive financial statement to be reviews by the board.</li> <li>11. Prepare annual financial statements for the State Soil Conservation Committee and for applying for Mill Levy funds</li> <li>12. Manage all SCD correspondence</li> <li>13. Prepare reports, agendas, and needed information for SCD Board meetings.</li> </ol>			

14. Record minutes at SCD meetings
15. Planning and coordinating of the Conservation Achievement Winner Program
16. Manage SCD supplies
17. Coordinate district involvement and assistance in a variety of programs and activities with NRCS, State Soil Conservation Committee, and others.
18. Plan and coordinate Conservation Education events and programs
19. Coordinate and manage SCD marketing and public relations (advertising, news releases, media)
20. Manage SCD Equipment Rental Programs
21. Maintains District equipment, buildings, and property
22. Supervise SCD staff as needed
23. Initiates and directs public information program through individual contacts, tours, media schools, youth groups and others
24. Maintain daily contact with the office and notify office of any changes in schedule
25. Assesses the need for conservation work with the District and recommends actions and programs
26. Keeps abreast of all federal, state, and local laws that affect the conservation work within the District
27. Promote conservation practices through cooperator contact and follow-up
28. Assist with District programs
29. Attend training sessions when approved by the District Board
30. Prepare and present conservation programs to schools, the community, groups, and agencies
31. Assist NRCS personnel and advise them of landowners needing technical assistance
32. Keep an up to date log on daily activities to present at the District Board Meetings
33. Become familiar with NRCS Field Office Technical Guide for conservation practice specifications
34. Be familiar with the published soil survey and its uses in planning conservation practices
35. Operate District equipment safely for authorized purposes only
36. Assist with administering the 319 Watershed Grant Program which includes many different aspects included in the following tasks...
37. Contract Administration – tasks include assisting with:
  - a. Developing modifications
  - b. Preparing payment documents
  - c. Development of contract support documents
  - d. Maintaining tracking systems
  - e. Performing status reviews
38. Case File Management – tasks include assisting with:
  - a. Correspondence development and filing
39. Conservation Planning – tasks include assisting with:
  - a. Development of plan maps
  - b. Plan development
  - c. Inventory and evaluation
  - d. On site planning and locating practices
40. Conservation Application – tasks include assisting with:
  - a. Practice design
  - b. Design worksheets
  - c. Practice layout in the field
  - d. Surveying

- e. Environmental compliance
  - f. Staking practices
  - g. Inspections and certification of practices
41. Program outreach and marketing – tasks include assisting with:
- a. On site visits with customers
  - b. Conservation Articles
  - c. Mailings
  - d. Meetings
  - e. Training sessions
  - f. Local Work Group Coordination
  - g. Accepting and processing applications
42. Assumes responsibility and exercise own initiative in furthering district programs.
43. Perform other related duties as requested by the SCD Board.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- **MUST HAVE CURRENT DRIVER’S LICENSE**
- **STRENGTH REQUIREMENTS: MUST BE ABLE TO LIFT UP TO 75 POUNDS**
- **MOVEMENT REQUIREMENTS: THIS POSITION REQUIRES FIELDWORK THAT MAY INVOLVE PHYSICAL EXERTION SUCH AS WALKING ROUGH TERRAIN. MUST BE ABLE TO CLIMB, BALANCE, REACH, CROUCH, STOOP, KNEEL**
- **MUST BE A UNITED STATES CITIZEN OR ALIEN AUTHORIZED TO WORK IN THE UNITED STATES**

**Education**

- A high school diploma
- An associates or bachelor’s degree preferred but not necessary

**Experience**

- Experience in natural resources/agriculture/farming operations and equipment is required

**PREFERRED SKILLS**

- Familiar with Microsoft Word, PowerPoint, and Excel. Helpful if you have knowledge in Arc-GIS and the ability to learn computer programs necessary to perform the job outlined.
- Strong communication, interpersonal, and organizational skills
- Must be able to work independently

**ADDITIONAL NOTES**

On the job training will be provided.

**A background check is required.**