**POSITION ANNOUNCEMENT**

**Conservation District General Manager/Director**

**Ward Soil Conservation District (WSCD)**

**(Full-Time, Salaried)**

**Position Location: Application Deadline:**

Ward Soil Conservation District Office March 3rd, 2025

1920 13th St. SE 4:00 PM

Minot, ND 58701

**Starting Wage:** $58k - $70k plus benefits, negotiable depending on qualification and experience.

Benefits include:

* Paid holidays (includes all federal holidays)
* Annual leave
* Sick leave
* Single member health insurance
* Retirement-IRA matching, up to 3%, starting after 6 months.

**Introduction:** The Ward Soil Conservation District is a political subdivision entity of Ward County, governed by the State of North Dakota. The Soil Conservation District is governed by a 5-member Board of Supervisors. The District works in partnership with the local USDA Natural Resources Conservation Service (NRCS) office providing staffing per an intergovernmental operating agreement, implementing farm bill programs through the District Conservationist and correlating work activities. Services offered by the Soil Conservation District includes planning and implementation of tree planting by machine, weed barrier installation, ground tilling, shallow-depth livestock pipeline plow, no-till grass drill, drone aerial photography services, livestock water quality testing and execution of the Alliance to Advance Climate Smart Agriculture Program.

The General Manager position is a full time position. Because of the managerial duties required, the position is exempt from the overtime provision of the Fair Labor Standards Act. The General Manager functions as the chief executive officer of the Ward Soil Conservation District and has the overall leadership and oversight for personnel, technical and program planning, finances, public outreach, project management and implementation. The General Manager acts on behalf of the Board of Supervisors and represents the District to public and private partner organizations.

Unless otherwise designated, the Chairperson of the Board of Supervisors serves as the day-to-day supervisor of the General Manager. Annual performance evaluations of the General Manager are developed and administered by the Chair of the Board of Supervisors and the Chair of the Personnel Committee. The General Manager remains in close contact with both Chairpersons concerning question of authority, District involvement and commitment, and other significant intended actions.

The General Manager reports to the Board of Supervisors regularly at Board meetings, through regular reports, meetings of various committees and communication as appropriate.

The General Manager acts on behalf of the Board of Directors, within the authorities described in the position description, in the District’s Employee Handbook, and as otherwise authorized by the Board of Supervisors.

The General Manager ensures that adequate technical, financial, and educational resources are available to meet the conservation needs of constituents. This job entails continually monitoring and improving the District’s ability to assist constituents by providing technical assistance in planning and implementing conservation practices using voluntary, incentive-based programs. The expected end result is to effectively address natural resource needs in Ward County.

**Position Purpose:** Lead District personnel to accomplish District’s mission, goals and objectives. The General Managerhas supervisory authority over all other employees of the District, but may delegate supervision of program staff to the District’s Management Team. Responsibilities include assigned duties; day-to-day supervision, formal and informal performance evaluations, and ensuring staff receive proper training and are informed of District policies.

This position will provide technical planning assistance to landowners and support for WSCD conservation programs. The position is a combination of office work and fieldwork, working with farmers, other land users and government agencies offering them conservation planning and technical assistance to improve water quality, conserve the soil, manage nutrients, and protect and improve wildlife habitats.

**Required Education, Knowledge, Skills, Abilities, Experiences and Personal Characteristics:** An ideal candidate will have the following:

* Degree (Bachelor preferred) in agriculture, agronomy, biology, conservation, ecology, environmental science, farm operations, forestry, natural resources management, business, business administration, business management, operations management, management science, public administration or a related discipline. However, related past experience managing a natural resource organization, agency, business or comparable experience with farming/ranching operation will be considered.
* Be a highly motivated self-starter with demonstrated ability to successfully lead a productive and talented team. Must be dependable, people oriented and detail oriented.
* Demonstrate proficiency as a manager, responsible for organizational, project, staff and personnel management.
* Must have excellent communication skills, both oral and written.
* Demonstrate proficiency for managing multiple tasks and priorities to solve problems effectively and in a timely manner.
* Experience working with on-the-ground implementation of conservation practices and natural resources management.
* Demonstrate proficiency using computer and office machines for correspondence, financial, data entry, data analysis and management. Have the ability to learn computer applications that are specific to program needs.
* Possess a professional demeanor both in the workplace and while representing the District in the field, hosting public meetings, workshops, while presenting educational, natural resources concerns, conservation practices and opportunities in urban conservation.
* Working knowledge of farm machinery operation & maintenance, soil and water conservation, farming and ranching principles, practices, methods, and procedures.
* Good organizational skills and able to work independently or as a team member. Must have the ability to work well with others.
* Ability to work nights and weekends if necessary, including overnight travel.
* Ability to safely operate a motor vehicle during daylight hours, after dark, and during inclement weather. A valid driver’s license issued in applicant’s state of residence is required.
* Sufficient mobility and ability, with or without reasonable accommodation, to perform the physical functions of the job, both in the office and in the field.
* United States citizen or alien authorized to work in the United States.
* Applicant may be required to submit to a drug test and a background check.

**Examples of expected Duties and Responsibilities:** (This listing is not to be considered inclusive)

* Coordinate District involvement and assistance in a variety of programs and activities with the NRCS District Conservationist, ND State Soil Conservation Committee (NDSSCC), and others.
* Assist NRCS with promoting various Farm Bill Programs.
* Manage District programs, including the responsibility for the District’s tree planting and tree maintenance programs – including promotion, sales, planting plans, planting and becoming familiar with all available tree cost-share programs.
* Coordinate the District equipment rental program.
* Learn all aspects of the District’s day-to-day operations, maintaining continuity files and be able to share roles and responsibilities of each position with new employee’s when a current employee leave their job, or assure other employees are capable of training the new staff.
* Assist/develop/manage the District’s website, social media, newsletters, news releases, etc.
* Assist with the various District’s educational and outreach efforts, including conducting presentations, develop You-Tube videos and organizing group meetings.
* Provide technical leadership and assistance in planning and implementation of best management practices.
* Lead the expansion of the District’s presence and education of implementing water and soil conservation opportunities in the urban areas.
* Promote conservation practices through cooperator contact and follow-up.
* Assume responsibility for and exercise own initiative in furthering District programs.
* Become familiar with the Websoil Survey Website and NRCS field office technical guide for conservation practices specifications.
* Provide assistance to cooperators in applying conservation practices.
* Responsible for the proper maintenance and use of all District equipment and facilities.
* Assure general cleaning and organization of District’s equipment shops and tree coolers are completed.
* Capable in identifing weed, tree, and grass types/varieties.
* Record farmer contacts and significant follow-up in cooperator file assistance notes.
* Maintain a cooperative relationship with all natural resource agencies operating within the District.
* Keep abreast of all federal, state and local laws that affect the conservation work within the District.
* Provide guidance for the Board of Supervisors to secure adequate insurance on District equipment and liability.
* Prepare the Annual Plan of Work and a proposed budget for review and approval by the Board of Supervisors. Assist in preparation of the District’s Long Range Plan.
* Assess the need for conservation work within the District, in cooperation with various federal, state and local agencies, and recommend actions and programs to meet these needs.
* Keep the Board of Supervisors informed on actions taken, trends in conservation work and issues in which the District may have an interest or wish to become involved.
* Report monthly to the Board of Supervisors on activities and accomplishments.
* Oversee all financial aspects for the District, assuring the financial reports, accounts receivable, accounts payable, process billings, maintain district books, payroll records and tax reports are completed.
* Maintain an orderly office, record minutes of District meetings, establish and maintain the office filing system, and assemble data and reports as requested by District Supervisors.
* Maintain or delegate control of the NDSSCC District Activity Reporting Tool.
* Prepare the annual financial report necessary to apply for the County mill levy.
* Prepare reports required by the North Dakota Association of Soil Conservation Districts (NDASCD) and the North Dakota Sate Soil Conservation Committee (NDSSCC).
* Maintain District Property records.
* Provide communication and correspond with Board members as necessary to keep them informed of important District and conservation issues.
* Perform other related duties as requested by the Board of Supervisors.
* Engaging volunteers and partners to build community and create stewardship opportunities throughout Ward County.
* Work with customer to develop tree planting plans and inform landowners about possible programs available that may provide cost-share assistance for the planting.
* Knowledge of water quality monitoring protocol, sampling procedures and ability to collect water samples for testing.
* Work with customers regarding the proper use and care of the District’s shallow pipe plow and accessories that are rented to the customers.
* Work with customers regarding the proper use and care of the District’s grass drill that is rented to the customers, used to plant conservation grass and cover crops.
* Perform general maintenance on District’s facilities and equipment, including property grounds management.
* Make follow-up visits to check the progress and results of the conservation practices implemented and update the land users on best and effective management practices to consider implementing.
* Complete mandatory training and attend conservation training related to conservation planning activities.
* Will obtain pesticide applicator’s license if required.
* Perform other related duties as requested by the District’s board.

**Application Procedures:**

Applicants must submit a cover letter, resume and a completed WSCD application form for employment. The application can be found at <https://www.wardcountyscd.org> , picked up at Ward Soil Conservation District Office, 1920 13th St. SE, Minot, ND 58701, or mailed or emailed to applicant by calling (701) 852-5438 Ext. 3 or by sending email to [Justine.Sveet@nd.nacdnet.net](mailto:Justine.Sveet@nd.nacdnet.net). Individuals selected for interviews will be contacted by phone. **Application deadline is 4:00 PM, March 3, 2025.**