



Freeborn County Soil & Water
Conservation District
1400 West Main Street
Albert Lea, MN 56007-1816
Phone: 507-373-5607 Ext. 3
www.freebornswcd.org

Freeborn County SWCD District Manager position announcement

Position Summary:

This professional position provides management and technical functions in planning and application of soil, water and resources conservation programs for the Freeborn County Soil and Water Conservation District and to represent the SWCD in all communications and functions. It requires skills and experience in program development and administration, communications, personnel and financial management. This position reports to the Freeborn County SWCD Board of Supervisors.

Duties and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages and coordinates daily SWCD activities to implement annual and long range plans, staffing needs and budgets for the SWCD.
- Supervises and directs SWCD personnel, schedules weekly staff meetings, annual performance reviews, and updates personnel policies.
- Identifies sources and recommends actions to the Board to secure operating funds for the SWCD.
- Writes grant applications and seeks other funding proposals as opportunities arise.
- Assesses the need for conservation work within the district and recommends actions and programs to meet the needs, working with various government agencies and conservation groups.
- Maintains a cooperative relationship with all natural resource agencies and coordinates requests for SWCD assistance.
- Administers all local, state and federal programs assigned to the SWCD.
- Assists in supervising technical duties for the implementation of SWCD programs.
- Prepares annual plan of work and assists staff with proposed budget for SWCD board review.
- Initiates and directs all public relations for the SWCD.
- Keeps updated and knowledgeable on all federal, state and local laws and new technology and Best Management Practices that affect the conservation work for the SWCD.
- Maintains adequate records and prepares needed reports.
- Performs other duties and responsibilities as assigned.

Minimum Qualifications:

- A minimum of 2 year degree with 2 years' experience in biology, environmental science, agronomy and soils.
- Background – agricultural, natural resources with experience in conservation, engineering and enhancement of natural resources.
- Knowledgeable of SWCD and NRCS conservation programs
- Demonstrated ability to work with diverse groups and individuals
- Excellent organizational skills
- Excellent communication (verbal and written) and interpersonal skills
- Requires a Class D Driver's License. Operators may also tow vehicles/trailers/drill
- Be willing to travel
- Must successfully pass a security background check
- Must be willing and able to work outdoors, sometimes in inclement weather, often in challenging field conditions and able to lift and carry equipment up to 50 lbs.

Preferred Qualifications:

- Bachelor of Science in Agriculture, Natural Resources, Environmental Sciences or related field
- At least two years working in management or supervision of activities involving environmental or SWCD issues and policies
- Job Approval Authority to sign off on ecological and engineered conservation projects
- Excellent financial management skills
- Possess a Wetland Delineator Certificate

Compensation and Benefits:

This is a full time position. Salary is dependent on qualifications. The position is located in Albert Lea, MN. Application deadline is 4:30 p.m. June 1, 2018. Freeborn County SWCD is an Equal Opportunity Employer.

How to Apply:

Applications are available by mail, email, and SWCD website.

Please e-mail completed application, cover letter, resume and three references to: Brenda Lageson, Freeborn County SWCD at brenda.lageson@mn.nacdnet.net or send a hard copy in the mail to:

Brenda Lageson, Office Manager
Freeborn County SWCD
1400 W Main Street
Albert Lea, MN 56007
507-373-5607 Ext. 3
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Conditions of announcement – The SWCD reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement. The SWCD is an equal opportunity provider and employer. Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, gender, national origin, sexual orientation, politics, marital or familial status, physical/mental handicap, age or membership or non-membership in an employee organization.

EQUAL OPPORTUNITY EMPLOYER