

District Manager

****This position is located in Hayti, SD. (Relocation or commute is required.) ****

The mission of the Hamlin County Conservation District is to assist our county residents in protecting and conserving our natural resources through financial, technical and educational means. This is a professional position responsible for the administration and operation of the Hamlin Conservation District, office and field services. This employee works under an elected Board of Supervisors, of the Hamlin Conservation District.

Salary \$53,000-\$56,000

Benefits include South Dakota Retirement System, paid vacation and sick time, a health insurance stipend, and thirteen paid holidays, as followed by the Federal government.

Perks: The flexibility of working both indoors and outdoors. The satisfaction of knowing this position is putting conservation on the ground!

Minimum Qualifications:

High school graduate or GED; along with the completion of coursework in office procedures and/or knowledge thereof. Any such combination of education, training and/or experience may be acceptable to hiring authority. Management skills helpful.

Excellent organizational, communication and interpersonal skills.

Excellent financial management skills.

Must have valid driver's license and be willing to travel for conferences.

Ability to self-manage and initiate new projects and ideas.

Considerable working knowledge of office practices, procedures, and equipment. With knowledge of QuickBooks, Word and Excel.

Ability to supervise and train others.

This job includes both indoor and outdoor work.

Serve as a positive, professional example to colleagues and constituents of the County and Hamlin Conservation District through workplace actions, attitudes, decisions, management, and adherence to policy.

Prepare and organize monthly board meetings (agendas, reminders, financial reports, vouchers, prepare payments). Attend monthly meetings, serving as recording secretary. Type and distribute minutes.

Responsible for office bookkeeping/financial records to include, but not limited to quarterly reports, payroll records and reports, accounts receivable and payable, managing records for fiscal audit and disbursement of grant funds.

Supervise, evaluate, and direct all Hamlin Conservation District personnel.

Manage state and local programs according to rules, regulation, and program policies.

Report payroll taxes, quarterly wage reports, and new hires.

Represent Hamlin Conservation District on committees, boards, task forces and other functions requesting the districts expertise.

Seek opportunities to expand programs through new ideas or grants that better achieve Hamlin Conservation District's vision, mission and identified goals.

Coordinate and develop education/outreach activities in accordance with the district's goals.

Prepare a Long-Range program, Annual Work Plan, and Annual Budget.

Manage the district tree program, which includes: creating spreadsheets, invoicing, ordering trees, fabric, and supplies, hiring tree crew, working at the tree shed and, in the field,

coordinating with landowners, technical assistance on all tree plantings, flagging and measuring sites prior to and after planting.
Work closely with agency partners.