



Yellow Medicine SWCD is seeking a Director

## ANNOUNCEMENT

**General Duties:** The Director supervises and directs all SWCD staff and Human Resources activities, including scheduling weekly staff meetings, conducting annual performance reviews, and updating personnel policies and procedures annually. This role supports staff, agencies, and government officials in conserving water and soil resources, and manages all public relations for the SWCD. The Director provides technical, educational and financial assistance to landowners and residents within the Yellow Medicine SWCD boundary, adhering to all relevant policies and laws. The Director continuously develops their skills through training and education, maintains time tracking and work records, and assists with the district's financial administration. Additionally, the Director identifies funding sources, recommends actions to the Board, prepares financial reports for Supervisors, monitors the district's financial status, and develops partnerships with private sector companies to enhance funding opportunities.

**Salary Range:** \$38.43 - \$50.62 per hour

**Minimum Qualifications:** Minimum of 2 years of post-secondary education. 2 years practical work experience in environmental science, natural resources, agricultural, or related field is required.

**Desirable Qualifications:** Some Human Resources training is helpful. Supervisory experience in related field. 3-5 years experience in related field and a Bachelor of Science in agronomy, natural resources, conservation practices, or production agriculture.

### APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by August 29, 2024 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

### SELECTION TIMELINE

Application deadline: 08/29/24

Finalists selected: 08/30/24

Interviews: TBA

Candidate selected: TBA

### POSITION PROFILE

View the full position profile, job description, and benefits package at [mncsc.org/ccoga/jobs](https://mncsc.org/ccoga/jobs) or [yellowmedicineswcd.org](https://yellowmedicineswcd.org)

### SEND APPLICATION MATERIALS TO

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Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established.