

POSITION ANNOUNCEMENT

POSITION TITLE: District Manager
POSITION LOCATION: Sisseton, SD
POSITION STATUS: Full-time with benefits
SALARY: based on qualifications and/or experience
BENEFITS: Paid holidays; annual & sick leave; SDRS retirement, Aflac, Mileage Reimbursement

APPLICATION DEADLINE: August 7, 2026

Position Purpose:

Works independently of direct day-to-day supervision. Policy and program direction are received from the District Board of Supervisors. Performs management functions for the district and ensures program implementation. This position requires a strong managerial and administrative background. Reports to the Roberts Conservation District Board.

Minimum Qualifications:

- Two-year degree in business, business management, or equivalent experience. Understanding of human resource management.
- 2 years' experience in natural resource field and working knowledge of farming and conservation practices, or equivalent experience.
- Experience in working with diverse groups and individuals.
- Excellent organization skills.
- Excellent communication (verbal and written) and interpersonal skills.
- Excellent financial management skills.
- Must have a valid Driver's License and be willing to travel.
- Must successfully pass a security background check.

Desirable Qualifications:

- Experience with conservation districts, state, and/or local administration and technical support of programs, grants, data management, planning/reporting procedures and implementation of conservation practices concerning the Conservation District.

Essential 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 by the Roberts Conservation Board of Supervisors.

- Serve as a positive, professional example to colleagues and constituents of the County and Roberts Conservation District through workplace actions, attitudes, decisions, management, and adherence to policy.
- Supervise, evaluate and direct all Conservation District personnel
- Manages state and local programs according to rules, regulations and program policies
- Prepares grant applications, plans and reports for the District
- Provide support to District Board
- Oversee financial affairs of the District
- Represent District on committees, boards, task forces and other functions requesting District expertise
- Seek opportunities to expand District programs through new ideas or grants that better achieve Conservation District vision, mission and identified goals
- Coordinate and develop education/outreach activities in accordance with District goals
- Manages tree planting and grass seeding services.

To Apply:

SUBMIT COVER LETTER and APPLICATION TO:

Calvin Thompson Chair
Roberts Conservation District
2018 SD Hwy 10
Sisseton, SD 57262

Application forms and detailed Position Description are available in the office at 2018 SD Hwy 10 Sisseton, SD (also mailing address). All applications must be submitted **with original signatures**. An email application will be accepted if the original application, with original signature, is also mailed. Additional information may be obtained from the District's FB page or by calling 605-698-3923. Candidates selected for interviews will be notified by telephone.

Application Deadline: **noon on August 7, 2026**

Candidates selected for an interview will be notified by phone.

Conditions of Announcement:

The Roberts Conservation District reserves the right to extend or make changes to the content of this position announcement without notification and may, at any time, withdraw the announcement. The Roberts Conservation District 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, religion, sexual orientation, politics, marital or familial status, physical/mental handicap, age or membership or non-membership in an employee organization.