

District Manager – Job Description
Full-Time
\$19-\$25/ hr DOE, benefits to be negotiated
Paid sick and vacation leave
Pennington Conservation District, Rapid City, SD
Deadline to Apply: March 31st, 2026
Applications will be reviewed on a rolling basis.

INTRODUCTION: The District Manager is an employee of and is responsible to the Board of Supervisors of the Pennington Conservation District (PCD). This employee's first obligation is to the district. As time permits, the District Manager will assist the Natural Resources Conservation Service (NRCS) personnel as approved by the District Board and as outlined below. The PCD Board assigns duties as well as those outlined in the Employee Handbook and may ask the NRCS District Conservationist to provide guidance and training as needed.

Employee training will be done with assistance from a partner district. In assisting the NRCS, general office procedures, handbooks and other instructions issued by NRCS, will be used in handling business for that Agency.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D. Certification
- Knowledge of Quickbooks, Publisher, Word and Excel preferred.
- Valid drivers license is a district requirement & background check is required for access to NRCS systems.

PRINCIPAL DUTIES:

- Customer service for PCD and NRCS, fielding phone calls and directing walk-in visitors.
- General office duties, distributing mail, filing, payroll, payroll tax, sales tax, newsletter development, ordering supplies and services, district correspondence, advertising, meeting prep (notices and packets for supervisors)
- Research and prepare grant proposals.
- District Manager serves as Treasurer for the District Board, preparing financial reports for meetings, financial transactions, presenting bills for approval, and preparing annual reports.
- Coordinates district events (tours, workshops, conferences, fair, school days, etc.)
- Prepares Annual Work Plan, Long Range Plan (with input from district board and NRCS), Progress Reports, and Budget.
- Maintains social media presence on Facebook, maintains website, delivers newsletter copies to designated locations, and updates district board on current issues.
- District Manager will attend area meetings, employee leadership conference, annual convention and any other meetings/workshops or hearings as the voice of the district and board where soil, water, and other natural resources are

discussed. Attendance at other informational gatherings is encouraged to assist the employee in understanding the conservation effort and keeping the board informed.

- Prepares payroll and all reports associated with payroll and employee reports (941, federal tax deposit, quarterly wage report, taxes, and new hires).
- Supervise and direct the district tree program, creating spreadsheets, invoicing, ordering trees, fabric, and supplies, hiring tree crew, maintaining the cooler (tree storage), bagging hand plant orders, boxing machine plant orders, tree care, managing tree crew/coordinating with landowners, visiting tree sites ahead of planting, assisting NRCS with tree site flagging and measurement, training the tree crew and advertising the end of season tree sale.
- Coordinate with NRCS when developing tree plans and assist NRCS where possible to ensure projects are completed in a timely manner.
- Keep line of communication open with partner agencies for potential projects or events.
- All duties and actions taken while performing the requirements of this position will be done in a safe and healthful manner and will be of a nature to reflect favorably on the Pennington Conservation District

Physical Demands and Seasonal Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Employee must frequently lift and/or move objects up to 50-75 pounds.
- While performing the duties of this job, the employee may encounter periods of physical exertion; standing, walking on rough terrain, bending over, lifting to load or organize; physical dexterity is needed when sorting and filling orders and when operating or working around machinery and planting equipment.
- Employee will be exposed to temperatures around 32 degrees when working in the cooler and will be exposed to all natural elements and weather when machine planting trees.

To Apply:

1. Complete online application at tinyurl.com/PCDmanager
2. Submit resume to penningtonconservation@gmail.com. Include your first and last name in the subject line.