



Stearns Conservation District

Stearns Conservation District
110 2nd Street South – Suite 128
Waite Park, MN 56387

(320) 251-7800 ext. 3
info@StearnsCD.org
www.StearnsCD.org

Lead the Stearns Conservation District Team!

Position Title:	Administrator
Position Location:	Stearns Conservation District 110 Second Street South, Suite 128 Waite Park, MN 56387
Hiring range:	\$55.05/hr to 60.56/hr (dependent upon experience) Full salary range up to \$80.76/hr
Benefits:	Medical/dental/vision coverage (single or family), PERA, vacation/sick/holiday leave
Application Deadline:	4:30 PM on Friday, March 21, 2025
Interview Date: (1 ST ROUND)	Friday, April 11, 2025 (selected applicants only)
Finalists Interview: (2 ND ROUND)	Tuesday, May 13, 2025 (finalists)

Position purpose: The District Administrator provides high-level coordination to develop, implement, and monitor activities in furtherance of the SCD's mission, adopted resource management plans, and annual plans of work.

Minimum Qualifications: Candidates must have a combination of education and experience in natural resource conservation (civil engineering, agronomy, or physical/earth science) and public sector or nonprofit management, including supervisory duties. Minimum of 5 years of relevant experience is required. Applicable experience in soil and water resource management may be substituted for minimum educational requirements. A valid MN driver's license and ability to work in rugged terrain is required.

General Position Requirements:

1. Coordinate SCD Management Team and assign duties as appropriate.
2. Inform and implement feedback from the SCD Board of Supervisors on activities, developing trends in conservation work, and issues in which the SCD may have an interest or wish to become involved.
3. High-level planning and coordination with NRCS to maximize program options in Stearns County.
4. Represent the SCD on various committees as directed by the SCD Board.

5. Ensure that the SCD is a full participant in the “One Watershed, One Plan”, WRAPS, TMDLs, County Water Plan, Groundwater Protection Rule, and other resource planning processes by engaging with the Management Team, SCD Board, and others.
6. Serve as liaison and maintain relationships with peers across the state and nation to identify and pursue innovative and unique solutions to local natural resource concerns affecting Stearns County.
7. Act as primary coordinator and host district manager for the West Central Technical Service Area.
8. Implement and oversee special projects as directed by the SCD Board. These may include research opportunities (such as Discovery Farms) or programmatic implementation (such as the Groundwater Protection Rule). As appropriate, direct the Management Team to successfully complete these items.

Strategy and Policy

9. Develop broad plans and recommendations to enhance and maximize delivery of programs for the conservation of natural resources in Stearns County.
10. Work with the Management Team to develop an Annual Plan of Work and Long-Range Plan by identifying priority resources and geographic targets consistent with existing resource plans.
11. Keep informed of all Federal, State and Local laws that affect the conservation work within the SCD.

Public Relations & Outreach

12. Serve as spokesperson for the District for high-profile issues.
13. Engage in proactive communication with County Commissioners, Legislators, and federal Representatives.

Financial

14. Review financial activities and records of the SCD.
15. Assist the Operations Manager with the annual budget and allocation request to Stearns County Commissioners.
16. Work with Management Team to identify sources of funding for SCD operations and project implementation.

Human Resource

17. Supervises and directs the work of the Management Team and any other direct reports.
18. Participates in writing all position description and serves on interview committee for all hires. Reviews employee performance with management team.

Working Environment: Work is performed in an office setting approximately 70% of the time and 30% out in the field. Lifting requirement is up to 50 pounds on an occasional basis and ability to work in rugged terrain is required.

Who we are: The Stearns Conservation District (SCD) is a special purpose government agency that covers Stearns County. Our mission is to support voluntary conservation actions to preserve and enhance Stearns County's natural resources. An elected board of five supervisors provides SCD's vision and direction for a team of 22 professionals. We are co-located with the USDA Natural Resources Conservation Service in Waite Park, Minnesota.

About Stearns County: Stearns County includes a very diverse range of natural resources, soils, and geology, from the forested areas around Avon, to the dairy farms around Melrose, to prairies of Belgrade, to the granite quarries near Cold Spring. There are over 300 lakes, and the County borders the Mississippi River on the east. Agriculture leads the economy with a strong dairy and poultry production base. There are also several colleges including St. Cloud State University and College of Saint Benedict and St. John's University. Stearns County offers a unique blend of rural charm and growing communities, with beautiful lakes, abundant outdoor recreation, and a strong sense of community spirit. It's a perfect place to raise a family, live an active lifestyle, and make a lasting difference for the environment.

Stearns CD work culture: We are mission-driven team. We believe in hiring passionate and talented people, guiding them to succeed and providing resources needed to grow.

We offer: A commitment to maintain competitive wages and benefits; Mentorship from a diverse and award-winning team; Diversity: natural resources, land use, social, demographics, and political; A culture of excellence, innovation, and teamwork; Opportunities for remote work when well-suited to the position, season and task.

Apply now by submitting to dennis.fuchs@mn.nacdnet.net (or the address listed below):

- 1) Letter of interest
- 2) Resume
- 3) Transcript(s)
- 4) Stearns County SCD "Application for Employment"

Stearns Conservation District
Attn: Dennis Fuchs, Administrator
110 2nd Street South, Suite 128
Waite Park, Minnesota 56387

Application form available by visiting <http://www.StearnsCD.org> or by calling 320-251-7800 ext. 3.

Application due by: March 21, 2025

Equal Employment Opportunity: Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, or age.