



San Juan Islands Conservation District

Job Announcement

Date: 10/15/2020

The San Juan Islands Conservation District is seeking applicants for the District Manager position. The position is open until filled and application plus cover letter can be sent to the contact information found at the end of this notice. SJICD is a non-regulatory sub-division of state government created in 1947. SJICD provides information and technical and financial assistance to help all San Juan County residents meet sustainable, land-use goals. Conservation districts are nationwide, grassroots conservation agencies governed by a local Board of Supervisors consisting of local residents.

Employment Classification: Regular, half-time to full-time employee.

Compensation: This position includes benefits, including state retirement (PERS), health, dental, and vision; paid vacation, holidays, and sick leave. Base pay dependent upon qualifications.

Application period: Open until filled.

All programs and services of the San Juan Islands Conservation District are offered on a nondiscriminatory basis, without regard to age, color, race, national origin, religion, gender, sexual orientation, marital status, or disability.

Position Title: District Manager

The District Manager is responsible for the day-to-day operations of the District, identifying and securing grants and other funding resources, and supervision of all district employees, projects, and programs. She/he serves as a member of a team of natural resource conservation professionals working together and with the San Juan Islands community to enhance, protect, and restore our Islands natural resources as directed by the District Board of Supervisors. Funding for this position is subject to state and local government grants and contract.

Scope of Responsibility:

Understand the specific function and mission of the District. Administer the District's policy and procedures, annual and long-range plans, project goals and objectives as well as memoranda of understanding/inter-local agreements with the partnering agencies. Provide Board of Supervisors with timely and accurate information. Have the ability to provide leadership for a positive internal working relationship with District employees. Provide direction and leadership to employees through regular communication and regular meetings. Organize, plan, prioritize, and manage multiple tasks. Stay aware and informed on local, state and federal and private landowner issues, grants, and programs in the field of natural resource conservation.

Specific Duties (including but not limited to):

Grant Fund Management:

- 1) Seek out and develop grant partnerships and oversee the writing of grant proposals and track the implementation.
- 2) Oversee preparation of grant invoicing and reporting in accordance with the Board Policy and State and Federal requirements.

- 3) Monthly review of strategic funding needs and development of grant requests to meet the needs of the District.

Planning and Implementation:

- 1) Assist the Board in preparing and administrating the annual and long-range plans.
- 2) Coordinate with landowners and partner agencies involved in projects.
- 3) Provide outreach to landowners to identify natural resource conservation needs.
- 4) Work with the Natural Resource Conservation Service (NRCS) personnel in promoting the application of best management conservation practices, which develop and protect all natural resources within the District.
- 5) Develop and implement an information outreach program to promote the District resource conservation programs.
- 6) Provide Board of Supervisors and staff periodic project review for lessons learned and recommendation for future projects.
- 7) Conduct field investigation, surveys, and assemble data needed in the development of conservation practices for structural and non-structural solutions to problems with water quality, soil erosion, drainage, irrigation, soil fertility, and nutrient management.

District Accounting:

- 1) Monitors the District accounting and bookkeeping system, under the supervision of the Financial Manager, the Board's Treasurer/Auditor and all applicable laws.
- 2) Assists with developing and coordinating budget management, reporting and accountability with the District Financial Manager.
- 3) Review balances of accounts and monthly financial statements with the Financial Manager for consistency and completeness prior to final Board approval.
- 4) Maintain employee records; assists with payroll and quarterly tax reports.
- 5) Assists with preparation of checks and vouchers for authorization of payment.
- 6) Assists with maintaining receipts and check book balances and make timely deposits as required.
- 7) Coordinates with Financial Manager the annual budget for Board Approval.
- 8) Prepare and file all financial reports in coordination with Financial Manager as required in a timely manner.
- 9) Oversee Annual Self-Audit and 3-year State Audits.

Supervision of District Employees:

- 1) Maintain a positive and professional work environment that reflects the values of customer service, respect, integrity, collaboration and innovation.
- 2) Responsible for the supervision and assignments of all District employees, contractual personnel and volunteer staff.
- 3) Schedules regular staff meetings and facilitates inter-collaboration between staff and programs to foster effective and efficient communication.
- 4) Advises and directs staff on adherence to policies, procedures, annual and long-range plans, project goals and objectives.
- 5) Provides professional career growth, employee learning and training opportunities for staff.
- 6) Schedule annual employee performance reviews using performance management tools.

Office Duties:

- 1) Answer phones and meet general public in a courteous manner. Answer questions and direct inquires to the appropriate person or agency.
- 2) Maintain a standardized computer and filing system. Keep accurate and up-to-date records.
- 3) Receive incoming mail and/or correspondence, take action as needed or route to the appropriate party. Board to be advised at monthly meetings of correspondence. Mail outgoing items in a timely manner.
- 4) Prepare District calendar, notification Board of meetings, set agenda with Board Chair, and coordinate meeting details.
- 5) Perform other duties as assigned by the Board.

- 6) Assist other districts, groups, and agencies to promote conservation.
- 7) Attend regular SJICD meetings, and other local, area and state meeting as needed. Attend training sessions and workshops related to skills development. These sessions may be located locally, regionally, or nationally.

Qualifications:

- 1) A bachelor's degree in any of the following fields: natural/environmental science, environmental planning, public administration, management, agriculture, agronomy, forestry, sustainable development, or a closely allied field.
- 2) At least 3 years of supervisory and program management experience is required. Additional qualifying experience may substitute year-for-year for the education requirement.
- 3) Ability to work with diverse groups involved with agriculture and the environment. This may include educational speaking in front of public groups, organizations, or clubs.
- 4) Ability to operate a motor vehicle. A valid WA state driver's license is required.
- 5) Demonstrated strong and effective interpersonal, communication (oral and written) and personnel management skills.
- 6) Knowledge of federal, state, and local programs involved in natural resource management. Knowledge of the natural ecology of the Northwest in general and the San Juan Islands in particular.
- 7) Computer literacy essential. Working knowledge of word processing, spreadsheets, cloud-based software and geographical information systems (GIS).
- 8) Employment based on passing Washington State Patrol background check.

Working Conditions: Duties are performed in an office environment and in the field, utilizing standard office equipment, field equipment, and desktop computer. Work hours may vary on a daily or weekly basis, depending on workload and employee needs. The person in this position will be evaluated in accordance with State Conservation Commission Guidelines, and in accordance to SJICD policies.

Funding for this position is subject to availability of federal, state and local government grants and contracts.

To apply: Please send resume and cover letter to: tony@sjicd.org
For questions please call 360-378-6621.