

JEFFERSON COUNTY CONSERVATION DISTRICT
JOB DESCRIPTION
DISTRICT MANAGER

The District Manager is responsible for overall management of the Conservation District, supervision of District employees, and technical assistance to District clients. The District Manager assists the Board of Supervisors with coordination, management, and administration of conservation programs throughout the Jefferson County Conservation District. The District Manager ensures that all District functions are managed and services are provided in accordance with applicable local, state, and federal laws, regulations, and policies.

The measure of success is the proactive delivery of services to private landowners and the general public in a professional, efficient, and productive manner leading to the conservation of local natural resources consistent with the mission and goals of the District. The District Manager must be able to work productively with a diverse community of landowners including, but not necessarily limited to, farmers, forest landowners, community organizations, tribes, and government agencies. The position of District Manager reports directly to the Board of Supervisors of Jefferson County Conservation District.

PRIMARY DUTIES AND RESPONSIBILITIES

General Operations

- Develop and implement the District’s strategic plan, annual plan, and annual budget for presentation to, and approval by, the Board of Supervisors.
- Develop and maintain strong working relationships with landowners, other Districts, elected officials, along with local, state, tribal, and federal agencies.
- Pursue long-term, sustainable funding at local, state, and federal levels in order to support the District’s mission, vision, and priorities.
- Serve as liaison for the Board of Supervisors at local and regional meetings, including keeping the Board informed of actions taken, trends in conservation, and issues of interest.
- Coordinate with the Washington State Conservation Commission (WSCC), Natural Resources Conservation Service (NRCS), Washington Association of Conservation Districts (WACD), and local land and natural resource agencies.
- Work with the District’s Office Manager to coordinate monthly Board meetings, including proper recording of official meeting Minutes and a monthly Manager’s Report of District activities.
- Develop and maintain the District’s Operational Policy & Procedures Manual, with input from staff and approval by the Board.

Personnel Management

- Supervise and support District staff in implementing District programs and services.
- Provide leadership for a positive, internal working relationship among District staff.

- Conduct monthly staff meetings.
- Advise the Board on needed updates to District personnel policies and procedures.
- Schedule and conduct annual performance appraisals of District staff, and report results to the Board for final approval.
- Coordinate hiring for new positions with the Board.

Financial Management

- Work with Office and Finance Manager to prepare annual budget for the District’s operations, and ensure all expenditures are appropriate and accountable.
- Work with Office and Finance Manager to develop and maintain the financial accounting system.
- Work with Office and Finance Manager to conduct the annual internal audit within the framework of the Washington State Conservation Commission guidelines.
- Work with Office and Finance Manager to coordinate with funding agencies to successfully complete grant audits.
- Pursue and secure grant and program funding to meet the needs of the District and cooperators.
- Fulfill contracted scopes-of-work and reporting requirements.

Public Relations

- Develop public communication, outreach, and education strategies for District programs.
- Promote existing district, state, and federal programs to interested landowners, operators, community organizations, and agencies and coordinate technical assistance to these parties.
- Organize local workshops, conferences, farm tours, and other events in collaboration with other local groups and organizations.
- Respond to information requests from news media, as directed by the Board.
- Coordinate the development and publication of the District’s annual newsletter, and maintenance of the District’s website and District calendar.

MINIMUM QUALIFICATIONS

- A bachelor’s degree in natural resources, environmental planning, sustainable development, agriculture/forestry/agronomy, public administration/management/leadership, or a related field.
- Administrative and supervisory experience in the public or private sector.
- The applicant must have a demonstrated ability to manage multiple, diverse issues and a commitment to land stewardship on private lands.
- The applicant must possess valid Washington driver’s license and be able to operate a motor vehicle.
- The applicant must pass a Washington State Patrol background check.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Leadership, collaboration, and negotiation skills with stakeholders and community partners.
- Experience with grant writing and/or project proposal development.

- Experience with meeting facilitation and conflict resolution techniques.
- Ability to take policy direction from the Board and translate that direction into tangible results.
- Ability to meet deadlines, attend frequent meetings, and travel as needed.
- Ability to delegate duties and responsibilities to other employees.
- Ability to communicate, both written and oral, effectively to a diverse audience.
- Ability to travel over uneven terrain, work in inclement weather, and lift 30 lbs.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- A professional knowledge of theories, principles, policies, and practices of conservation districts.
- A working knowledge of federal, state, and local laws, rules, and policies that directly affect natural resource conservation on private lands in Washington.
- A working knowledge of the ecology of the Northwest in general, and of Jefferson County in particular.
- Experience with Microsoft Office, GIS software, and general accounting practices.
- Knowledge of and/or experience with habitat restoration/improvement projects.
- Knowledge of and/or experience with permitting and project management/construction.

Employment Classification: Regular, ½ to Full-Time Employee

Compensation: Starting hourly rate - \$25.00 - \$33.00, depending on qualifications and experience. Benefits include full medical, dental, and vision; paid holidays; annual and sick leave; and employer retirement contributions.

Note: This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and the requirements of the job change. This is a half-time to full-time position. Work hours may vary on a daily or weekly basis, depending on workload and employee needs. Depending on employee qualifications, it may be necessary to increase the hours of this position during initial orientation, training, and times of increased workload. Funding for this position is subject to availability of federal, state, and local government grants and contracts.

The District Manager job description has been reviewed and approved by the Jefferson County Conservation District Board of Supervisors.

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