

Columbia Conservation District  
Job Announcement and Position Description  
District Manager

The District Manager is responsible for overall management of the Conservation District, support and promote the districts mission, supervise district employees, and strive for district citizen satisfaction. The District Manager provides administrative leadership to assist the Board of Supervisors with the coordination, management, and administration of conservation programs throughout the Columbia Conservation District. The District Manager ensures that all District functions are managed, and services provided in accordance with applicable local, state, and federal laws, regulations, and policies.

“Mission of Columbia Conservation District is to provide the needed support to people who own, manage, or utilize the natural resources so their activities will enhance the region’s natural resources while ensuring the quality of life & culture these resources provide.”

**Employment Classification:** Regular; Full-Time.

**Compensation:** Wage depends on qualifications and experience. Benefits include 10 paid holidays; paid annual and sick leave; employer retirement contributions into state PERS; and a medical allowance provided.

**To be considered, interested persons should submit an application packet containing the following:**

1. Cover Letter
2. Current Resume (including three professional references with contact information)

At the time of this announcement, the CCD District Office is currently closed to the public due to the COID-19 pandemic. Application packets will be accepted **only** via email to [dn-ccd@daytonwa.net](mailto:dn-ccd@daytonwa.net) or by mail to:

Columbia Conservation District  
202 South 2<sup>nd</sup> Street  
Dayton, WA 99328

This position will remain open until filled. Contact Debra Nordheim at 509.382.4273 or email [dn-ccd@daytonwa.net](mailto:dn-ccd@daytonwa.net) for a completed job description and with questions.

All programs and services of the Columbia Conservation District are offered on a nondiscriminatory basis, without regard to age, race, color, national origin, religion, gender, sexual orientation, marital status, disability, or any other legally protected status under any federal, state, and local laws.

# **Columbia Conservation District**

## **District Manager Job Description**

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The measure of success is the proactive delivery of services to private landowners and the citizens within the district 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 successful candidate must be able to work productively with a diverse community of citizens, organizations, and government agencies. The position reports directly to the Board of Supervisors.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **District Operations**

##### General Operations

- Represent the Board, as directed, at local and regional meetings that may affect the Board and/or District programs.
- Serve as liaison for the Board of Supervisors and coordinate closely with the Washington Association of Conservation Districts (WACD), the Washington State Conservation Commission (WSCC), federal agencies, state agencies, and local and tribal governments.
- Develop and maintain strong working relationships with local, state, tribal and federal agencies, and elected officials.
- Serve as liaison to USDA, NRCS and FSA.
- Continue to develop and maintain the District's Policy & Procedures manual and Personnel manual.
- Compiles background information to facilitate the decision-making and policy-setting function of the Board of Supervisors.
- Maintains adequate records and prepares various reports for submission.
- Coordinate with the WA State Conservation Commission for successful completion of the **District Operations Review**.

### Financial Management

- Oversees all Accounting, Budget and Financial responsibilities for District operations and ensure all expenditures are appropriate and accountable.
- Prepares with the Financial Manager, a proposed budget for review by the District's supervisors.
- Oversee and coordinate with Financial Manager all aspects of District finances.

### Personnel Management

- Supervise the activities of District staff as needed to carry out the responsibilities of the District.
- Coordinate hiring of new positions with the Board.
- Maintain a harmonious work place.
- Schedule regular staff meetings. Advise staff on policies, procedures, annual and long range plans, project goals and objectives.
- Provide career growth and training opportunities for staff.
- Schedule periodic employee reviews at the direction of the Board.

### Information & Education

- Oversees all development and maintenance of Education & Outreach activities, events and responsibilities.

### Program Planning, Development and Management:

- Coordinate with the Board and staff in the periodic revision of the District's Long Range and Annual Plan of Work.
- Fulfill contracted scopes-of-work and reporting requirements.
- Conduct field investigations, surveys, and assemble data needed in the development of conservation practices for structural and non-structural solutions to problems with natural resources: water quality, erosion, drainage, restoration and irrigation.

### Office Duties:

- Perform other duties as assigned by the Board.

### Minimum Qualifications:

A Bachelor's degree involving agriculture, environmental or natural resource science or other closely related field is recommended. Professional level experience in program/project management and grant administration is preferred. Years of experience in related programs will be considered. Other requirements include demonstrated ability in successful supervising personnel, coordinating multiple programs/projects, and working with diverse individuals and groups. Must possess strong organizational and written/verbal communication skills and ability to communicate with private and public stakeholders. The ability to share the workload as a part of a small, closely coordinated team is critical.

### Knowledge, Skills and Abilities Required:

- Ability to communicate to a diverse audience complex issues, verbally and in writing to others in one-on-one contact and in public meetings.
- Ability to utilize administrative, personnel and analytical skills and to act independently to direct district operations.
- Ability to take policy direction from the Board and translate this direction into tangible results.
- Ability to meet deadlines, attend frequent meetings, travel as needed and work full-time.
- Ability to effectively express District ideals.
- Ability to use current computer technology and software.
- Ability to operate a motor vehicle (valid Washington State Drivers License required).
- Ability to work in the field on various terrains and under various conditions.
- Ability to carry 50 pounds.
- Ability to work as needed in order to assure timely completion of duties and projects; may include nights and weekends. unusual work hours; work after hours, nights or weekends.
- The District Manager must be capable of creating and maintaining a good professional rapport with supervisors, staff, landowners, the public and a multitude of local, state and federal agencies.

### Performance Review:

- Performance of each duty in this position will be evaluated against the requirements developed for this position after 90 days and yearly thereafter as deemed by the personnel committee for the Board of Supervisors and the District Policy Manual.
- This evaluation will be discussed and reviewed with the employee.
- Performance rating is an overall evaluation of performance in the judgment of the Board, and it will be the basis for any merit pay increases granted by the District Board.

**Employment Classification:** Regular; Full-Time.

**Compensation:** Wage depends on experience. Retirement, paid holidays, plus vacation and sick time. A medical allowance provided.

The District Manager position has been reviewed and approved by the Columbia Conservation District Board of Supervisors.

Adopted: 12/17/2020 by: Columbia CD Board of Supervisors

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