

**JEFFERSON COUNTY CONSERVATION DISTRICT
JOB ANNOUNCEMENT AND POSITION DESCRIPTION
District Manager**

JOB ANNOUNCEMENT

Jefferson County Conservation District (JCCD) is a non-regulatory sub-division of state government created in 1946. JCCD provides information and technical and financial assistance to help all Jefferson 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.

Jefferson County Conservation District strives to maintain and expand economically viable agriculture and forestry operations, while protecting and enhancing the natural resources of Jefferson County by providing technical, financial, and educational resources.

Employment Classification: Regular, ¾-Time to Full-Time Employee

Compensation: Base Pay: Depending on Qualifications. Benefits include medical, dental, and vision; ten paid holidays; paid annual and sick leave; and employer retirement contributions.

Application Procedure

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 JCCD District Office is currently closed to the public due to the COVID-19 pandemic. Application packets will be accepted **only** via email to info@jeffersoncd.org or by mail to:

Jefferson County Conservation District
205C W. Patison Street
Port Hadlock, WA 98339

For first consideration, application packets must be received by the District on or before 4:00 pm, Wednesday, September 30, 2020. This position will remain open until filled. Questions: call 360.385.4105 or email info@jeffersoncd.org.

All programs and services of the 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.

**JEFERSON COUNTY CONSERVATION DISTRICT
DISTRICT MANAGER**

POSITION DESCRIPTION

COMPENSATION:

Base Pay: Depending on Qualifications
Ten paid holidays, sick and annual leave, health insurance,
and employer retirement contributions.

HOURS: ¾-Time to Full-Time

Background: Jefferson County Conservation District (“The District” or “JCCD”) is a political subdivision of state government. The District was established in 1946 to assist land users in resource conservation. District work is focused primarily on the agricultural community; however, the District also works with non-agricultural land users.

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 the District’s strategic plan, annual plan, and annual budget.
- Oversee implementation of the District’s strategic plan and all District programs.
- Develop and maintain strong working relationships with landowners; other Districts; and local, state, tribal, and federal agencies; and elected officials.
- 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), and Washington Association of Conservation Districts (WACD).
- 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 of 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.
- Proactively pursue grant funding to meet the needs of the District and cooperators.
- Oversee the writing of grant proposals, acquisition of grants, and tracking of grant implementation.
- Fulfill contracted scopes-of-work and fulfill reporting requirements.

Technical Assistance, Outreach, and Education

- Develop public communication, outreach, and education strategies for District programs.
- Coordinate technical assistance to landowners, community groups, and agencies.
- 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 proven 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

- 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, ¾-Time to Full-Time Employee

Compensation: Base pay is dependent on qualifications. Benefits include medical, dental, and vision; paid holidays; annual and sick leave; and employer retirement contributions.

Working Conditions: Duties are performed in an office environment and in the field, utilizing standard office equipment, field equipment, and a desktop computer.

Training and Performance Evaluation: Performance standards will be developed as needed to assist in evaluating work abilities and work products. The person in this position will be evaluated in accordance with the State Conservation Commission Guidelines, and in accordance with Jefferson County Conservation District policies. These guidelines and policies include a six-month period of probation and thereafter, at a minimum, evaluations annually. Performance evaluations are designed to aid communications between supervisors and employees, to clarify duties and responsibilities, and to set goals for future performance. Performance of each duty in this position will be evaluated against the requirements developed for the position. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

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 three-quarter to full-time position. Work hours may vary on a daily or weekly basis, depending on workload and employee needs. This position is eligible for full-time health benefits. 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.

Equal Opportunity: The Jefferson County Conservation District is an equal opportunity employer, and employment opportunities will not be limited because of age, race, color, religion, gender, gender identity (including gender expression), sexual orientation, marital status, family/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity, nationality, or disability. Hiring, promotions, layoffs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity statement. The Jefferson County Conservation District abides by the principles of the Age Discrimination in Employment Act (ADEA) and the Americans with Disabilities Act (ADA) and does not unlawfully discriminate on the basis of age or disability.