

# Whitman Conservation District

## Announcement and Position Description

### District Manager

The mission of the Whitman Conservation District is to take available technical, financial and educational resources, whatever their source, and focus or coordinate them so they meet the needs of the local land user for conservation of soil water, and related resources. This mission will be accomplished with information/education, technical and financial assistance, and assessment of local natural resource conditions and concerns. The District will foster community involvement in natural resource issues and cooperation between private landowners, government agencies, nonprofit organizations and private business.

The District Manager is responsible for overall management of the Conservation District, supervision of any district employees and satisfaction of district clients. The District Manager provides administrative leadership to assist the Board of Supervisors with the coordination, management and administration of conservation programs throughout the Whitman 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.

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 successful candidate must be able to work productively with a diverse community of clients, community organizations and government agencies. The position reports directly to the Board of Supervisors.

#### PRIMARY DUTIES AND RESPONSIBILITIES

##### General District Operations

- Develop and maintain strong working relationships with private landowners, local, state, tribal and federal agencies and elected officials.
- 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 (WACC) and the Natural Resources Conservation Service (NRCS).
- Continue to develop and maintain the District's Policy & Procedures manual.
- Coordinate with the WA State Conservation Commission for successful completion of the annual District Operations Review.

##### Financial Management

- Coordinate all accounting, budget and financial responsibilities for District operations and

ensure all expenditures are appropriate and accountable.

- Personnel management.
- Supervise the activities of District staff as needed to carry out the responsibilities of the District.
- Update personnel policies and procedures.
- Develop and maintain personnel files.
- Coordinate hiring of new positions with the Board.

### Information & Education

- Oversees all development and maintenance of Education & Outreach activities, events and responsibilities.
- Coordinate education programs with local schools including soil judging and Envirothon.

### Technical Assistance

- Oversee all technical assistance provided to landowners and agencies including development of conservation plans and implementation of best management practices (BMPs).
- Program Planning, Development and Management
- Assist the Board with completion and/or revision of the District's 5-Year Plan.
- Assist the Board with development and implementation of Annual Work Plans.
- Fulfill contracted scopes-of-work and fulfill reporting requirements.

### Minimum Qualifications:

A bachelor's degree in natural resources, agriculture, public administration or a related field. A minimum of three years of supervisory and program management experience is preferred. Additional qualifying experience may substitute year-for-year for the education requirement.

The applicant must have a demonstrated ability to manage multiple, diverse issues and a proven commitment to land stewardship on private lands.

### Required knowledge, skills, and abilities:

- Experience with grant writing and/or project proposal development.
- Experience with meeting facilitation and conflict resolution techniques.
- 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 and travel as needed.
- Ability to delegate to other employees.
- Ability to communicate, both written and oral, effectively to a diverse audience.
- Experience with Microsoft Office Software, QuickBooks and WA BARS accounting System.
- Obtain and maintain a valid driver's license.
- Ability to operate an ATV safely

### Preferred knowledge, skills and abilities:

- A professional knowledge of 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.
- Knowledge of and/or experience with Conservation planning & implementation.
- Knowledge of and/or experience with implementing project management principles and software (i.e. Smartsheets)
- Knowledge of and/or experience with environmental and cultural resource permitting.

### Compensation

Employment Classification: Regular full-time or 40 hours per week

- \$36,000 - \$62,400 annual base salary depending on experience and qualifications.
- Paid holidays and vacation will accrue after a probationary period.
- Paid sick time will accrue at 1 hour per every 40 hours

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

### **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 Whitman Conservation District Office is currently closed to the public due to the COVID-19 pandemic. Application packets will be accepted **only** via email to Bryan Jones at [bryanljones21255@gmail.com](mailto:bryanljones21255@gmail.com)

This position will remain open until filled.

All programs and services of the Whitman 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.