



Jefferson County Conservation District

205 W. Patison St., Port Hadlock, WA 98339 - Phone (360) 385-4105

**Jefferson County Conservation District
Job Announcement
District Manager/Technician**

**Salary: \$21.00 - \$23.00/hour DOE
Permanent, ¾ to Full-Time, with Benefits**

Deadline: March 25, 2015, 4:00 p.m.

Jefferson County Conservation District announces a position opening for District Manager/Technician in their Port Hadlock, Washington office. This is a ¾ to full-time position with benefits. The District Manager/Technician administers District operations and provides technical assistance to landowners, community groups, and agencies for voluntary, incentive-based options that support working landscapes while protecting and enhancing natural resources. The programs are geared towards landowners who reside within the boundaries of the Jefferson County Conservation District. The District Manager/Technician is responsible for overall management of the Conservation District, supervision of District employees, and providing technical assistance to District clients. The District Manager/Technician assists the Board of Supervisors with the coordination, management, and administration of conservation programs throughout the Jefferson County Conservation District.

Qualifications:

A bachelor's degree in natural resources, environmental planning/science, sustainable development, agriculture/forestry/agronomy, public administration/management/leadership, or any closely related field; and a minimum of three (3) years of supervisory and program management experience is required. 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. Candidates with proficiency in MS Office (Excel, Access, Publisher, etc.) and GIS are encouraged to apply. Candidates with a natural resources and agriculture background strongly preferred.

Duties:

- Assist the Board of Supervisors with the coordination, management, and administration of conservation programs throughout the Jefferson County Conservation District.
- Develop and maintain strong working relationships with landowners; other Districts; local, state, tribal, and federal agencies; and elected officials.
- Coordinate and provide technical assistance to District clients.

- Represent the Board as directed, and/or delegate staff to represent the Board, at local and regional meetings that may affect the Board and/or District programs.
- Work with the District's Office Manager to coordinate monthly Board meetings, including proper recording of official meeting Minutes.
- Keep the Board informed of actions taken, trends in conservation, and issues of interest to the Board.
- Serve as liaison for the Board of Supervisors and coordinate closely with the Washington State Conservation Commission (WSCC), Natural Resources Conservation Service (NRCS), and Washington Association of Conservation Districts (WACD).
- Continue to develop and maintain the District's Operational Policy & Procedures Manual, with input from staff and approval by the Board.

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 landowners including farmers, forest landowners, community organizations, tribes, and government agencies. The position reports directly to the Board of Supervisors. A full job description is available at the District Office or on the District's website at www.jeffersoncd.org.

To Apply for This Position:

Applicants must submit a cover letter, completed Employment Application, Resume, and three (3) professional references to the Jefferson County Conservation District at the District Office at 205 W Patison Street, Port Hadlock, Washington 98339, or by email to info@jeffersoncd.org, on or before 4:00 p.m. on March 25, 2015. A Job Announcement, Job Description, and Employment Application can be found at the District Office at 205 W Patison Street, Port Hadlock, Washington 98339, or on the District's website at www.jeffersoncd.org. For more information, please contact the District Office at 360-385-4105 or info@jeffersoncd.org.

Please submit the required application materials referenced above on or before 4:00 p.m. on March 25, 2015 to:

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205 W Patison Street
Port Hadlock, WA 98339

Or via email at info@jeffersoncd.org