



JEFFERSON COUNTY CONSERVATION DISTRICT

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

JEFFERSON COUNTY CONSERVATION DISTRICT JOB DESCRIPTION DISTRICT MANAGER/TECHNICIAN

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 coordination, management, and administration of conservation programs throughout the Jefferson County Conservation District. The District Manager/Technician 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/Technician 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/Technician reports directly to the Board of Supervisors of Jefferson County Conservation District.

PRIMARY DUTIES AND RESPONSIBILITIES

District Operations:

General Operations

- Develop and maintain strong working relationships with landowners; other Districts; and 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.

District Manager/Technician

- 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.
- Coordinate with the Washington State Conservation Commission for the successful completion of the District Operations Review.

Grants Management

- Conduct annual review of funding needs and development of grant requests to meet the needs.
- Proactively pursue grant funding that meets the needs of the District and cooperators.
- Oversee the writing of grant proposals, acquisition of grants, and tracking of grant implementation.

Financial Management

- Assist the Board and staff with the preparation of the annual budget for the District's operations, and ensure all expenditures are appropriate and accountable.
- Monitor development and maintenance of the financial accounting system.
- Insure that the annual internal audit is conducted within the framework of the Washington State Conservation Commission guidelines.
- Coordinate with funding agencies to successfully complete grant audits.

Personnel Management

- Supervise the activities of District staff as needed to carry out the responsibilities of the District.
- Provide leadership for a positive, internal working relationship among District staff.
- Schedule and conduct regular 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 of all appraisals to the Board for final approval.
- Coordinate hiring of new positions with the Board.

Program Planning, Development and Management:

Technical Assistance

- Provide technical assistance to landowners, community groups, and agencies, including development of

conservation plans and implementation of best management practices (BMP's).

- Develop and complete Technical Service Provider (TSP) contracts with NRCS, as needed.

General Planning

- Assist the Board with completion and/or revision of the District's 5-Year Plan.
- Assist the Board with development and implementation of the District's Annual Work Plan(s).
- Secure necessary resources and technical support to implement the adopted 5-Year Plan and associated Annual Work Plan(s).
- Work with staff to develop and maintain the record keeping system for projects and programs.
- Fulfill contracted scopes-of-work and fulfill reporting requirements.

Information and Education

- Promote existing district, state, and federal programs to interested landowners, operators, community organizations, and agencies.
- Coordinate development of a public outreach program for District programs.
- Organize local 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/science, sustainable development, agriculture/forestry/agronomy, public administration/management/leadership, or any closely related field, and a minimum of three (3) years of supervisor 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.

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 to direct District operations.
- 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.
- Experience with GIS, websites, Microsoft Word, Excel, Outlook, and PowerPoint.

- Ability to fulfill job duties as described.
- Ability to operate a motor vehicle. A valid Washington driver's license is required.
- Ability to pass a Washington State Patrol background check.

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.
- Knowledge of 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 to Full-Time Employee

Compensation: Wage depends on qualifications and experience. Hourly rate is \$21.00 to \$23.00/hour, with an attractive benefits package, including full health coverage.