

Deschutes Soil and Water Conservation District

Position Description

General Manager

A. General Summary

This position is full-time, at-will, exempt, non-union position which serves as head of the management team of the Deschutes Soil and Water Conservation District (SWCD). The position provides leadership for financial, personnel, program planning, education and outreach, and conservation project management and implementation. The position acts on behalf of the SWCD board and is supervised by the Board Chair. The position is located in a multi-agency office at 625 SE Salmon Avenue, Redmond, OR 97756 and must work closely with other agencies and groups. The General Manager must be a highly motivated, productive, self-starter with demonstrated ability to be successful as the leader of a productive and talented team.

B. Supervision Received

The Board Chair serves as the General Manager's direct supervisor. The General Manager remains in close contact with the Board Chair through, as a minimum, two-monthly one-on-one meetings and discussions concerning questions of authority, SWCD involvement and commitment, or intended actions. The General Manager reports to the full Board monthly at Board meetings, through monthly reports, and at scheduled committee meetings. The position will be evaluated twice annually: 1) to determine progress toward SWCD goals (fall) and 2) for a performance evaluation (spring). The fall evaluation will be performed by the Employee Review Committee (ERC) committee chair and others that desire to attend. The spring performance evaluation will be by the complete ERC Committee.

C. Supervision Exercised

The General Manager has direct supervisory authority over other full-time and part-time employees of the SWCD and is also responsible to ensure that SWCD volunteers are properly supervised and informed of SWCD policies.

D. Responsibilities and Duties

- **Fiscal - Grant management and development of fundraising programs.**
- **Strategic - Work with partners to build successful programs and program capacity.**
- **Field - Support technical staff and participate in outreach.**

D.1. Administrative Management

- Prepare annual and monthly board meetings.
- Purchase office supplies and inventory items as needed.

- Keeps and maintains SWCD records including policies, minutes, resolutions and schedule of assets.
- Provide administrative support to the SWCD staff and occasionally to Natural Resources Conservation Service (NRCS) staff. This will generally include processing the mail, letter writing, organizing and maintaining confidential client and grant files, staff scheduling and general filing of documents and outreach materials.
- Greet the public and partners, including on the phone, in a professional, courteous and helpful manner.
- Record and transcribe minutes of Board Meetings, Local Advisory Committee (LAC) meetings and other meetings as assigned. Submit minutes for approval according to SWCD Policy. Board Meetings and other meetings may/will occur outside of normal work hours.

D.2. Financial Management

- Oversees financial affairs for the SWCD, maintains a record that includes all income and expenses, prepares the SWCD annual budget, and acts as the budget and contract officer.
- Prepares all appropriations, expenditures, and transfers of SWCD funds.
- Oversees compliance with the SWCD's fiscal policy. Prepares financial reports to keep the board informed regarding financial affairs and for annual audit.
- Establishes and maintains formal Intergovernmental Agreements (IGA), Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU) to clarify all financial and working relationships with other groups and agencies.
- Seeks and develops grants.
- Prepares, reviews, and negotiates contracts, leases, insurance policies and grant agreements associated with SWCD projects.
- Administers grants obtained by the SWCD to ensure compliance with grant agreements.
- Ensures compliance with relevant laws and rules pertaining to SWCD expenditures.

D.3. Personnel Management

- Provides direct supervision of SWCD staff, interns and volunteers or delegates supervisory roles to others as needed to complete work.
- Makes recommendations to the board related to staffing and position descriptions to meet SWCD goals.
- Works with the ERC committee and ERC Chair to evaluate staff performance, address any disciplinary needs and support staff training needs.
- Deals with staff conflicts, concerns and issues. Responsible for maintaining staff morale, conflict resolution, and facilitating a productive working environment for staff.
- Develops and updates position descriptions annually to ensure progress toward strategic plan and annual plan objectives.
- Oversees and coordinates work to be completed by volunteers.

D.4. Program Planning

- Prepares, reviews and updates the SWCD's strategic plan/long range plan every five years with input from the board, staff, and partners.
- Writes, reviews and updates the annual work plan with input from staff and partners.
- Networks and acts as SWCD liaison with agency partners, community leaders, landowners, and others to bring new ideas and direction to the SWCD's programs.
- Serves as the primary liaison between the SWCD and other agencies, landowners, the media, and the general public pertaining to SWCD programs.
- Ensures there is public opportunity to provide input to the SWCD's programs.
- Represents the SWCD on the Deschutes Basin Water Collaborative and other County Natural Resource planning groups or partnerships relevant to the SWCD annual and strategic plans.

D.5. Conservation Project Management and Implementation

- Serves as lead project manager on conservation projects. Plans and prepares quality project proposals that result in needed funding.
- Develops plans and coordinates an annual SWCD native plant sale or other fundraising event.
- Provides technical assistance to landowners as time permits and technical expertise allows.
- Seeks funding for conservation projects.

D.6. Education and Outreach

- Organizes and conducts demonstrations, tours, meetings, workshops, and other programs to raise conservation awareness in the community, delegating some of these duties to other staff if appropriate.
- Prepares and delivers effective presentations to agencies, at public meetings and events.
- Networks with other organizations to ensure that the community and individuals are aware of the SWCD's program(s).
- Edits and oversees development and content of the SWCD's newsletter and website.
- Works to fully develop additional outreach programs to address resource concerns unique to Deschutes County.

E. Qualifications

1. Bachelor's degree with major course work in agriculture, natural resource management, business, or related fields.
2. Three years' professional experience supervising and managing staff.
3. Demonstrated success in managing conservation programs or projects.
4. Demonstrated ability to be an effective member of a team.
5. Experience managing a budget for a large project or organization.
6. Successfully pass a federal background check and an additional background check which involves credit evaluation, driving record, and arrest history.

7. Highly productive, self-starter, with a desire to make a long term impact.
8. Well developed writing skills for preparing grants, contracts, articles, etc.
9. Knowledge of SWCD's, watershed councils, or state and federal organizations pertaining to management of Oregon's natural resources.
10. Experience working with a volunteer board of directors.
11. Experience in developing and implementing a work plan that achieves results.
12. Successful experience working with private landowners to complete projects.
13. Skills in marketing, customer service, public speaking, and media relations.
14. Experience in facilitation or dealing with conflicts.
15. Skills with Microsoft Word, Excel, PowerPoint, and QuickBooks.
16. Skills in managing social media and basic website updates.

F. Work Conditions and Physical Demands

To perform the duties of this position, this employee must serve as incidental motor vehicle operator during daylight and after dark. Applicants must have a valid Oregon driver's license, a good driving record, and pass a criminal background check. Position may require use of dependable personal vehicle.

This position requires a combination of office and fieldwork. Office work involves regular use of computers and prolonged sitting or standing at meetings. Field work requires walking over rough or uneven terrain, sometimes in inclement weather, and carrying objects such as measuring tools and supplies.

This position involves periodic travel to early morning, daytime and evening meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the county.

Working conditions for this position are typically 49% office environment, 49% field work and local travel, and 2% other travel. Field work is performed in summer and winter weather conditions/temperatures and walking over uneven terrain. Job requires a level of public relations that extends into personal time, including answering questions from producers while off duty in the community.

Deschutes Soil and Water Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Deschutes Soil and Water Conservation District is an equal opportunity provider and employer.

Salary Range: minimum salary \$60,000, DOE

Benefits:

- Paid Holidays
- Paid Vacation and Sick Leave
- Health Insurance
- Retirement Contribution
- Mileage reimbursement at GSA rate

Application Instructions:

Open - March 2nd, 2020

Close - March 15th, 2020 or until filled

Include the following:

- Cover letter, include details about grant writing and management experience
- Resume of 3 pages or less
- At least 2 letters of recommendation
- References with contact info

Email applications to Hiring Committee:

Documents must be in PDF format.

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