



Wheeler Soil and Water Conservation District

40535 Highway 19, Fossil, OR 97830
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Employment Advertisement

Wheeler Soil and Water Conservation District is accepting applications.

Position: District Manager. Position is responsible for supervising staff; assisting the Administrative Manager with daily operations and financial management; preparing and managing budgets, funding proposals and grant applications; working with other agencies and landowners; and project management.

Opens October 28, 2022 and closes when position is filled.

Qualifications: Bachelor's degree in agriculture, natural resources, or a related field and 5 years equivalent experience preferred; ability to work independently and as a team; excellent interpersonal, computer and communication skills; and familiarity with conservation laws. Must possess a valid driver's license and clean driving record.

Experience in personnel or program management, natural resource management, ArcGIS software, working with a board of directors, and grant writing required.

Salary: \$50,000-\$70,000 DOE, with benefits. Exempt, full-time position

To apply, please submit resume with cover letter via hand-delivery, mail, or email. Three letters of reference are required to be submitted direct from referrer. Incomplete applications will not be considered. Please submit application documents to Wheeler SWCD, 40535 Hwy 19, Fossil, Oregon 97830 or administration@wheelerswcd.org.

A full job description is available on the Wheeler SWCD website, www.wheelerswcd.org or by contacting the District office, currently open Monday-Thursday, 6am-4pm.

Wheeler SWCD is an equal opportunity employer. If reasonable accommodations or assistance is needed, please call 541.468.2990.

Wheeler Soil and Water Conservation District

Position Description

District Manager

General Summary

Serves as District Manager for the Wheeler Soil and Water Conservation District near Fossil, Oregon. The District Manager acts on behalf of the District Board of Directors and is supervised by the Board/Board Chair. The District Manager works closely with the Administrative Manager to provide leadership for and manage the day-to-day operations of the District, which includes administration; risk management; personnel management and supervision; overseeing financial management and budgeting; grant and program management; conservation operations; contracting; and the development, updating and implementation of the District's Annual Work Plan and Long-Range Business Plan.

This position exists to ensure that adequate technical, financial and educational resources are obtained, focused and coordinated to meet the conservation needs of local landowners. The position entails continually improving the District's ability and efficiency in assisting Wheeler County residents and landowners to implement conservation on-the-ground in voluntary, incentive-based programs through cooperative partnerships with the Natural Resource Conservation Service (NRCS), Farm Service Agency (FSA), Oregon Department of Agriculture (ODA) and other local, state and federal agencies to further the District's mission. The expected end result is that natural resource needs of Wheeler County are effectively addressed.

The District Manager may also receive assignments independent of this position, as assigned by the District Manager or Board. This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Supervision Received

The District Manager reports to the District Board of Directors and is supervised by the Board Chair. Work is accomplished independently with technical guidance available from resource manuals and agency specialists. This position acts on behalf of the District and the District Board of Directors, within the authority delegated by the Board and this description, and is governed by the policies of the District. The Board Personnel Committee conducts the performance evaluation for this position.

Classification, Compensation, Benefits

Exempt Full Time, 1.0 FTE, 40-60 hours per week, at will position. Salary range will be \$50,000 to \$70,000 annually, dependent on experience. Eligibility for benefits will generally take place per district policy. In addition to paid federal holidays, worker's compensation, and unemployment insurance, the Wheeler SWCD provides annual leave, sick leave, travel allowance, health insurance stipend, and retirement.

Probationary Period

The probationary period for this position is six calendar months. The probationary period may be extended by the Board of Directors. Performance will be measured against duties set forth in this job description and the District's Annual Work Plan, and the manner in which they are performed (quantity and quality of work) at six months and twelve months from date of hire. This position will be evaluated for performance and salary adjustment, if any, within one year. Failure to satisfactorily complete the probationary period and/or perform the duties of this position, in the sole judgment of the Board of Directors of the Wheeler SWCD, will be grounds for disciplinary action and/or immediate dismissal.

Qualifications

- Bachelor's degree in Agricultural, Natural Resources, or related field; plus, five years of progressive responsibility in conservation/natural resource technical/professional services, or similar work is preferred.
- Experience in natural resource grant writing/management; GIS (ArcMAP) software; and working with a board of directors required.
- Familiarity with conservation laws including local, state and federal regulations and laws, habitat programs, along with state and federal funding mechanisms is desirable.
- Experience in government business operations, accounting, human resources, contracts and agreements

preferred.

- Experience creating and implementing public educational and community outreach efforts is desirable.
- Must demonstrate the ability to work in a cooperative manner with area agricultural operators and partners, maintain a positive attitude, and possess both personal and professional motivation.
- Good oral and written communication skills are required.
- Must have good computer skills and be proficient with Microsoft Office programs
- Must possess a valid Oregon driver's license, have a good insurable driving record and be able to provide own insured transportation.
- Must receive training for and be accredited for CPR and basic first aid.

Essential Position Functions

- Manage District Operations
 - Adhere to any Delegation of Authority appointed by the Board of Directors
 - Maintain a segregation of accounting duties with the Administrative Manager
 - Provide leadership and technical support for developing the long-range business plan, annual work plans and scope of work for grant projects
 - Participate in partner coordination meetings and groups
 - Keep a daily log of activities
 - Assist Administrative Manager with District insurance policies
 - Assist Administrative Manager with District memberships and subscriptions
 - IT assistance and coordination of resources
 - Prepare/Review Publications
 - Assist Administrative Manager with District's website and social media accounts
 - Coordinate with staff to develop quarterly newsletters
 - Coordinate with staff to provide District presence at community events
 - Fill-in for other employees during absences
- Manage District Programs
 - Serve as the Programs Manager
 - Source funding opportunities
 - Build and maintain adequate conservation focused programs – both in-house and partnered
 - Advocate and promote the effective and responsible use, and conservation of natural resources with landowners, the general public and other resource-related organizations.
 - Closely track project progress, financial status, due dates, and deliverables
 - Take action as necessary to ensure projects are completed on-time and within budget with all deliverables met
 - Maintain physical and electronic project documentation
 - Assist Administrative Manager with capacity and operation grants
 - Work with Administrative Manager, project manager and funders to develop bid solicitations and communications, agreements, contracts, work statements, project budgets, and reporting formats
 - Assist staff with contractor management, as needed
 - Review and may prepare grant applications and other funding proposals as opportunities arise to enhance the District's programs
- Manage Human Resources
 - Assist Administrative Manager with employee personnel files
 - Assist the Board with hiring/firing processes
 - Coordinate with the Board to conduct annual employee evaluations
 - Assist/administer employee training opportunities
 - Maintain staff position descriptions
 - Provide feedback to employees on their performance frequently
 - Provide guidance, direction, and priorities for employees, as necessary
- Manage District Contracts
 - Assist Administrative Manager with ensuring all aspects of contracting are done in accordance

with statutory requirements and policies adopted by the Board of Directors

- Manage District Office
 - Incoming and outgoing mail
 - Answer and direct phone calls
 - Schedule and maintain calendar of events, meetings and appointments
 - Assist employees with their roles and responsibilities, as needed
- Manage Board of Directors Administration
 - Review agenda and necessary packet of information
 - Prepare written report to directors
 - Attend all meetings held by the Board of Directors, including committee meetings and work sessions, etc.
 - Assist Board with regulatory compliance
 - Assist Administrative Manager with recording minutes
 - Assist Administrative Manager with publishing notices per statutory obligations
- Manage District Finances
 - Assist the Administrative Manager with the following financial management:
 - Prepare and manage the District's annual budget
 - Maintain a system of financial accountability in accordance with established policy and procedure; monitoring expenditures within approved spending limits.
 - Keep the Board of Directors fully informed about the District's financial position through regular correspondence and monthly detailed reports
 - Annually prepare District financial analysis in conjunction with annual audit or financial review
- Ensure that the District meets its statutory obligations under ORS 568 to prepare long range and annual work plans and hold annual meeting with presentation of annual report and audit.
- Ensure that the District meets its statutory obligations under ORS 192 pertaining to public meetings.
- Ensure that the District adheres to all employer/employee laws and regulations.
- Any other duty determined necessary by the Wheeler Soil & Water Conservation District or Board.

Job Conditions

- This position works both in the field and in the office. Fieldwork will include working in and around such locations as farms, rivers, streams and ponds; properties with dense vegetation; and other areas with steep, slippery, muddy, rocky and potentially hazardous terrain. Appropriate attire shall be worn for these occasions. In addition, field work will include working at schools, fairs, and other venues providing educational services. Office work requires regular use of computers, including sitting and keyboarding for extended periods of time, as well as prolonged sitting or standing at meetings.
- This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week.
- In order to carry out these assigned duties, a valid Oregon driver's license is required. Although the District has a vehicle, occasional use of the employee's own vehicle may be necessary. Personal vehicle mileage will be reimbursed at the state's established mileage rate.
- The position shall perform all duties in a prudent and sensible manner, following established safety protocols. Employees may be required to use an ATV/UTV to reach project sites. Employees must take an ATV/UTV safety training course before operating any district owned ATV/UTV. Employees are required to obtain CPR/First Aid training.