

Wheeler Soil and Water Conservation District

Position Description

Conservation Manager

General Summary

Serves as Conservation Manager for the Wheeler Soil and Water Conservation District in Fossil, Oregon. The District Manager acts on behalf of the District Board of Directors and is supervised by the Board/Board Chair. The Conservation Manager works closely with the District Manager to provide leadership and manage the day-to-day activities of the District; which includes administration; supervision of Conservation Technicians; assisting with financial management and budgeting; grant and project management; conservation operations; assisting with contracting; and participating in the development 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 Conservation Manager may also receive assignments independent of this position, as assigned by the 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 Conservation 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 Board of Directors, within the authority delegated by the Board and this description and is governed by the policies of the District. The District Manager and the Board Personnel Committee conduct 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 \$45,000 to \$65,000 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 with major course work in agricultural sciences, natural resources management, soil and water quality, or a related discipline is required, and five years equivalent work experience; or eight years equivalent work experience is preferred.
- Experience in natural resource grant writing/management and GIS (ArcMAP) software is 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 working with a board of directors; and an agricultural background and familiarity with ranching operations is 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, 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.
- Preference may be given to applicant's with:
 1. Certification's attainment including but not limited to USDA Conservation Planner; Weed Applicator License; FAA Drone License; ATV Safety Education Card; CPR/First Aid, EMT and/or other medical training; software licenses (GIS, QuickBooks, other); and, other professional certifications.
 2. Familiarity and proficiency with District grants, programs, and projects management in working with USDA NRCS & FSA, OWEB, BPA, ODA, Watershed Councils, ODFW, DEQ, ODF, DSL, USFWS, USACE, NOAA, NMFS, CTWS, CTUIR, and other agencies.
 3. Use of contracts, agreements, and other legal instruments and processes.
 4. Technical aspects of stream, riparian, and upland habitat study techniques and restoration planning, design, permitting, implementation, monitoring, mapping, and reporting.
 5. The ability to serve as a mentor and supervisor to District employees.

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 District 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
 - Prepare/Review Publications
 - Manage the District's website and social media accounts with the District Manager
 - 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 Conservation 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
 - Participate in sub-basin plan reviews and updates.
 - Assist District Manager with capacity and operation grants
 - Work with District Manager, project managers and funders to develop bid solicitations and communications, agreements, contracts, work statements, project budgets, and reporting formats
 - Review and prepare grant applications and other funding proposals as opportunities arise to enhance the District's programs
- Manage Human Resources
 - Provide day-to-day leadership and works with Conservation Technicians to ensure high performance, customer service-oriented work environment which supports achieving the

- District's mission, strategic plans(s), objectives and values
 - May assist District Manager with office staff oversight, when necessary
 - May assist the Board with hiring/firing processes
 - Assist District Manager with onboarding and personnel files
 - Coordinate with the Board and District Manager to conduct annual employee evaluations
 - Assist/administer employee training opportunities
 - Assist District Manager with maintaining staff position descriptions
 - Provide feedback to employees on their performance frequently
 - Provide guidance, direction, and priorities for employees, as necessary
- Manage District Contracts
 - Assist District 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
- Manage District Finances
 - Work with District Manager to prepare and manage grant/project budgets
 - Assist the District 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
- Assist District Manager with the following:
 - 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. The office work will include working at a desk, using a computer, or standing at a table.
- 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.