Job Description
For
District Manager

TITLE: District Manager

BACKGROUND: The Ferry Conservation District (the District) is dedicated to maintaining the renewable resources within the District's boundaries. The District is composed of farmers, landowners, and concerned citizens who serve on the District's Board of Supervisors as volunteers. The District is a legal subdivision of Washington State government organized under "Conservation District Law", RCW Chapter 89.08.

INTRODUCTION: The District Manager is responsible for overall management of the Conservation District, supervision of district employees and satisfaction of district clients. The District Manager provides administrative leadership to assist the Board of Supervisors in coordinating, managing, and administering conservation programs throughout the District boundaries. The District Manager ensures that all District functions are managed and services provided in accordance with applicable local, state, and federal laws, regulations, and policies.

The District Manager performs a combination of management, technical, and administrative functions for the District. The District Manager is directly responsible to the Board of Supervisors and is subject to the Board's direction.

The District Manager is responsible for proactively delivering services to private landowners and the general public in a professional, efficient, and productive manner that conserves 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, farmers, ranchers, tribes, community organizations, and government agencies.

LOCATION: The District office is located in Republic, Washington. Ferry Conservation District includes all of Ferry County.

SUPERVISION: The District Manager will work under the direct supervision of the District's Board of Supervisors through the designated contact supervisor and will report as needed directly to the Board of Supervisors.

DRESS CODE: Clean, neat and appropriate for combinations of field and office work. Some fieldwork may be required during inclement weather conditions.

EMPLOYEE BENEFITS: Compensation for the position will be negotiated between the employee and the Board of Supervisors to ensure that the position remains within the District's overall budgets. Health insurance stipend and Deferred Compensation offered.

SALARY: The starting wage will depend on relevant qualifications and experience. This position is grant-funded, and current funding levels indicate a wage of $30 to $34 per hour. There is a six (6) month probationary period.

MAJOR DUTIES AND RESPONSIBILITIES

GENERAL OPERATIONS:

1. Develop and maintain strong working relationships with local, state, tribal and federal agencies and elected officials.
2. Serve as liaison for the Board of Supervisors while maintaining a cooperative relationship with members of the Conservation partnership (Natural Resources Conservation Service (NRCS), Washington Association of Conservation Districts (WACD), Washington State Conservation Commission (WSCC), Confederated Tribes of the Colville Reservation (CTCR)), as well as other natural resource-related and agriculture agencies, municipalities, and organizations operating within the District and Washington State.
3. Continue to develop and maintain the District's Operational Policy & Procedures Manual, with input from staff and approval by the Board.
4. Represent the Board, as directed, at local and regional meetings that may affect the Board and/or District programs.
5. Coordinate monthly Board meetings (including proper recording of official meeting minutes) and keep the Board informed of actions taken, trends in conservation and issues of interest to the Board.
6. All duties and actions taken by the District Manager while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the District.

GRANT MANAGEMENT:

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

FINANCIAL MANAGEMENT:

1. Prepares with the Financial Manager, a proposed budget for review by the District's supervisors.
2. Oversee the management of all aspects of the District's finances and accounting procedures including State Auditor Requirements for financial management, compliance with the BARS reporting requirements, payroll management, and other financial reporting requirements.
3. Ensure that the annual internal audit is conducted within the framework of the Washington State Conservation Commission guidelines.
4. Coordinate with funding agencies to successfully complete grant audits.
5. Develop and maintain the financial accounting system.
6. Review and approve monthly Treasurer Reports in advance of Board meetings.
7. Coordinate project/grant related financial accounting, including preparation and submission of payment requests (vouchers) and quarterly and final reports.

PERSONNEL MANAGEMENT:

1. Supervise the activities of District staff as needed to carry out the responsibilities of the District.
2. Develop and maintain personnel files.
3. Provide leadership for a positive, internal working relationship among District staff.
4. Schedule and conduct regular monthly staff meetings.
5. Advise the Board on needed updates to District personnel policies and procedures.
6. Schedule and conduct annual performance appraisals of District staff, and report results of all appraisals to the Board for final approval.
7. Coordinate hiring of new positions with the Board.

INFORMATION & EDUCATION:

1. Promote existing district, state and federal programs to interested landowners, operators, community organizations and agencies. Provide outreach to landowners to identify natural resource conservation needs.
2. Organize local conferences, farm tours, and other events in collaboration with other local groups and organizations.
3. Coordinate the development and publication of the District's annual newsletter, and maintenance of the District's website and District calendar.
4. Develop and maintain a public outreach program for District programs.
5. Respond to information requests from news media, as directed by the Board.
6. Organize events. Must be comfortable addressing groups in a public speaking setting.
7. Maintain district-owned property for education and other opportunities. This requires farm-type activities such as manual weed control and maintenance of buildings and equipment.

PROGRAM PLANNING, DEVELOPMENT AND MANAGEMENT:

1. Assist the Board with completion and/or revision of the District's 5-Year Plan.
2. Assist the Board with development and implementation of Annual Work Plans.
3. Secure necessary resources and technical support to implement the adopted 5-year plan and associated annual work plan.
4. Maintain a record-keeping system for projects and programs.
5. Fulfill contracted obligations and fulfill reporting requirements.
6. Supervise contractor obligations and reporting requirements.

Technical Assistance:

1. Provide technical assistance to landowners and agencies, including development of conservation plans and implementation of best management practices (BMPs).
2. Develop and complete contracts with NRCS and/or FSA.

MINIMUM QUALIFICATIONS

A Bachelor's degree in a field closely related to the duties of this position (Resource Management, Natural or Applied Science, Public or Business Administration, or equivalent education and experience. Directly relevant experience may be substituted year for year to meet the education requirement. Graduate education in any discipline is preferred.

The applicant must have a demonstrated ability to manage multiple, diverse issues and a proven commitment to natural resources stewardship on private lands.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ability to communicate to a diverse audience complex issues, verbally and in writing to others in one-on-one contact and in public meetings.
2. Physically capable of lifting and carrying up to 50 pounds, including lifting of moderately heavy equipment.
3. Capable of working independently in rough and semi-remote terrain and in varied weather conditions.
4. Basic knowledge of NRCS principles, standards, and specifications.
5. A working knowledge of federal, state and local laws, rules and policies that directly affect natural resource conservation on private lands in Washington.
6. A professional knowledge of theories, principles, policies and practices of conservation districts.
7. Ability to utilize administrative, personnel, and analytical skills and to act independently to direct district operations.
8. Ability to take policy direction from the Board and translate this direction into tangible results.
9. Ability to meet deadlines, attend frequent meetings, travel as needed, and work full-time.
10. Experience with grant writing and/or project proposal development.
11. Ability to organize, plan, prioritize, and manage multiple tasks under minimal supervision.
12. Ability to delegate to other employees.
13. Ability to effectively express District ideals.
14. Ability to use current computer technology and software.
15. Ability to operate a motor vehicle (valid Washington State Driver's License required).
16. Ability to work in the field on various terrains and under various conditions.
17. Ability to work unusual work hours; work after hours, nights, or weekends.

The District Manager must be capable of creating and maintaining a good professional rapport with supervisors, staff, landowners, the public, and a multitude of local, state, and federal agencies.

PERFORMANCE REVIEW:

1. Performance of each duty in this position will be evaluated against the requirements developed for this position after six months and yearly thereafter as deemed by the personnel committee for the Board of Supervisors and the District Policy Manual.
2. This evaluation will be discussed and reviewed with the employee.
3. Performance rating is an overall evaluation of performance in the judgment of the Board, and it will be the basis for any merit pay increases granted by the District Board.

EMPLOYMENT CLASSIFICATION: Regular Full-Time

The District Board has reviewed and approved the District Manager position.

All programs and services of the District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, marital status or disability.

To Apply for this Position: Applicants interested in this position should submit a cover letter, a complete resume or curriculum vitae, and three letters of reference. These may be submitted by mail at:

Ferry Conservation District
P.O. Box 1045
Republic WA 99166

Applications may be submitted electronically to: info@ferrycd.org

The position will be open until filled.