



# Clallam Conservation District

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## Job Description District Manager

*(Half to Full-time)*

### **General Summary**

The Clallam Conservation District (District) Manager position is a half- to full-time, at-will, exempt, non-union position. The Manager manages the operations of the District and performs executive level leadership, personnel, administrative and management work. The Manager assists and supports the District Board of Supervisors with the planning, directing and reviewing of all District activities. The Manager implements policies and procedures in the areas of human resources, risk management, facilities management, technical services, general operations, financial services and public relations to meet the District mission. The Manager acts on behalf of and reports to the Board of Supervisors.

The Manager will work to provide consistent authority, direction and supervision of staff. The Manager requires skills not only in managing employees, but also in relating with community volunteers, local government officials, business and corporate representatives, and service providers. The Manager must have a high level of knowledge, skills and abilities in:

- a) human relations, organizational behavior, and management principles and practices (e.g., planning, organizing, directing, motivating, decision making, and prioritizing to promote District mission);
- b) analysis and policy development;
- c) communication (verbal and written);
- d) originating and implementing a broad range of proposed programs and initiatives that start as a vision or concept;
- e) negotiating various levels of participation by business leaders in partnerships with the District;
- f) creating a high level of support and participation by state and local government officials, community leaders and the public.

Strong applicants will also have a thorough understanding of natural resource programs and conservation practices.

### **Supervision Received**

The Manager reports to the Board of Supervisors at monthly board meetings. Between regular meetings, the Manager may consult with the Board Chair on questions of authority, district involvement/commitment, etc.

### **Supervision Exercised**

The Manager has direct supervisory authority over paid and unpaid positions as well as any potential temporary employees.

## **Civil Rights and Ethics Laws**

The Manager will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statues and all applicable State and Federal Ethics Laws.

## **Duties and Responsibilities**

### **Personnel**

- Directs, motivates, delegates, supervises, and instructs assigned employees to the most efficient and effective use of their time, activities, skills, and priorities in carrying out District activities.
- Manages personnel matters, including overseeing and recommending hiring, disciplining and discharging employees, developing position descriptions, helping resolve conflicts among employees, responding to and resolving difficult and sensitive employee issues, and administering all personnel policies.
- Provides orientation for new employees to help them understand policies, programs and activities of the District.
- Provides training and development both in the office and offsite, and approves appropriate training and direction for all employees.
- Establishes individual employee performance standards and goals, assesses employee progress and performance, and recommends salary changes to the Board.
- Facilitates employee team building.
- Communicates on a regular basis with employees through individual conversations or in group meetings.
- Responsible for office and employee morale.

### **Administrative/Operations**

- Prepares and manages the District budget and oversees all reporting requirements.
- Oversees the accounting functions and financial analysis, and may act as the District's Budget Officer.
- Oversees and manages District contracts.
- Commits or authorizes expenditures, consistent with authority levels authorized by the Board, and co-signs checks with a Board Supervisor.
- Authors administrative documents, agreements, plans, and other documents on behalf of the District, as authorized or directed by the Board.
- Manages the planning and/or operations of office facilities.
- Administers loss prevention and control measures by providing advice and guidance to the Board of Supervisors in the areas of workers' compensation, insurance liability, accident prevention, and tort exposure related to District operations.
- Coordinates the provision of needed services.
- Coordinates and facilitates District Long-Range and Annual planning efforts, including establishing goals and objectives and developing implementation strategies.
- Oversees implementation of the District's Long-Range and Annual Work plans, and assessing progress on performance measurements.

- Assists the Board in policy development, interpretation and review.
- Implements directives, policies and major initiatives at the request of the Board.
- Facilitates the communication and decision-making process between the public, other local, state or federal agency representatives, District employees and the Board of Supervisors; ensures that information provided to the Board of Supervisors is professional and presented in a manner that facilitates decision making.
- Oversees the timely and accurate development of agendas for Board meetings and assures that all required work submitted for these meetings is complete, timely and of high quality; attends Board and Committee meetings to present information as required.
- Works in a collaborative manner with appointed and elected officials on specific assignments.
- Responds to public inquires and complaints.
- Attends and actively participates in professional meetings, workshops, and conferences relating to professional and administrative issues.
- Performs other duties as assigned by the Board.

**Public Relations**

- Establishes and/or maintains contact with local public officials, partners, agencies and entities associated with the District’s programs, plans and activities; and advocates for and promotes conservation of natural resources with urban and rural property owners and land users, the general public and other resource-related organizations.
- Represents the District’s interests and establishes/maintains strong, supportive and effective communication and working relationships with conservation agencies, other districts, associations, organizations, public officials, urban and rural property owners and land users.

**Qualifications**

- Bachelor’s or Master’s degree in Public or Business Administration, Natural Resources, Agriculture, or a related field. Experience in personnel and program management, agency administration, delivery of professional services, or similar work is required.
- A minimum of five years of supervisory experience. Additional qualifying experience or education may substitute for the educational or job experience requirement.
- Must demonstrate excellent verbal and written communication skills in English, including strong skills in reading, listening, writing, and making public presentations.
- Requires proficiency with computers and computer software such as Microsoft Office Suite and other related software programs the District may use.
- Strong inter-personal and relationship skills, including the ability to establish and maintain effective working relationships with Board members, staff, conservation partners, public officials, and property managers/owners.
- Excellent ability to effectively:
  - ✓ manage/supervise staff;
  - ✓ organize and prioritize the work and activities of self and staff;
  - ✓ manage multiple, diverse priorities; and
  - ✓ direct organizational efforts to accomplish objectives within board-established timeframes.

- Working knowledge of theories, principles, practices and techniques of business and government management, along with an understanding of applicable statutes, laws, and policies.
- Experience working with boards and/or a public agencies, and ability to see multiple viewpoints and flex to multiple communication styles.
- Strong general understanding of conservation practices and issues, or a natural resource program.

### **Job Conditions**

- This position may require occasional travel to conferences, workshops, training sessions, plus daytime and evening meetings outside the office. Occasional overnight travel is involved. In order to carry out these assigned duties, a valid Washington driver's license is required. Although the District has a vehicle, occasional use of the employee's own vehicle may be necessary (use of personal vehicle is reimbursable based on state mileage rates).
- Work is primarily in an office or similar environment. Some field work could include visiting farms; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain.
- Some physical exertion may be required during field work such as walking, planting vegetation, and either carrying or using technical or power equipment and hand tools.

### **Wage and Salary Range**

Clallam Conservation District follows the Washington State schedule for wages & salaries. The District Manager position is within the State ranges of 62 and 67, which currently equates to a range of \$30.81 to \$46.87 per hour. Compensation will be awarded based on education, experience, and demonstrated capabilities.

Merit-based wage increases may be awarded after a six-month introductory period.

The State of Washington periodically adjusts the schedule to account for inflation.

Half to Full time position will be decided on an individual applicant basis, after assessing applicants preferred time commitment and the duties they will be responsible for.

### **Application Process:**

All applicants should submit a resume to Clallam Conservation District via email at [employment@ccd.org](mailto:employment@ccd.org). This position will remain open until filled.