

Position Announcement

DISTRICT MANAGER

Yamhill Soil and Water Conservation District

- Status:** Full-Time, At-Will, Exempt Position
- Employer:** Yamhill Soil and Water Conservation District
- Location:** McMinnville, OR
- Open:** March 30, 2022
- Closes:** Position open until filled; review of applications will begin immediately
- Salary:** \$70,000 to \$80,000 Annual salary is negotiable depending on qualifications and experience.
- Benefits:** District-paid monthly allowance towards health, vision and dental insurance, retirement through 401(a) plan, vacation and sick leaves, and ten paid holidays. Some benefits are subject to a waiting period and completion of the introductory period.

Introduction

The Yamhill Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs. The District's mission is to conserve, restore, and protect Yamhill County's natural resources by providing technical, financial, and educational assistance to citizens, landowners, and businesses. The District works with agricultural landowners and producers, forest landowners and operators, individual residents, and federal, state, local and private conservation partners to deliver services, provide assistance, and promote voluntary adoption of land management practices.

General Overview (See Position Description for complete information)

This position is for a District Manager with the Yamhill Soil & Water Conservation District (District). It is a full-time, at-will position, exempt from the overtime provisions of the Fair Labor Standards Act. The District Manager provides leadership and oversees day-to-day operations relating to personnel, policy, annual planning, finances, outreach and education, and other related programs and services.

The District Manager position is responsible for a broad range of responsibilities and program areas, requiring familiarity with various state and federal laws, such as district operations, employment, Oregon Local Budget Law, Oregon Public Records and Meetings Law, public contracting, and intergovernmental cooperation. The District Manager is supervised by, and works closely with the Executive Director, and interacts regularly with the District's Board of Directors (Board). This position supervises a staff of six people. The position represents the District in communications and relationships with landowners and operators, agricultural, natural resource, and environmental organizations, and public and private organizations.

The District is a non-regulatory entity. It promotes and implements voluntary, incentive-based approaches to advance conservation work. The District Manager works with staff, conservation partners, and the Board to ensure adequate technical, financial, and educational resources are available to implement priority conservation needs relating to water quality improvement, wildlife habitat, water conservation, soil health, and other priority natural resource issues.

The position works on-site at the District headquarters at 2200 SW 2nd Street, McMinnville Oregon, within the U.S. Department of Agriculture Service Center.

Other Information: Please refer to the **Position Description** for details and information regarding:

- Position Responsibilities and Duties and Qualifications
- Supervision (Received and Exercised)
- Work Conditions and Physical Demands
- Equal Employment Opportunity

Application Requirements

Qualified applicants are required to submit:

1. A cover letter describing interest, skills, and experience relating to the position. The cover letter is intended to review your writing ability. (required)
2. Completed District **Application Form** available at www.yamhillswcd.org
3. A resume that depicts your qualifications relating to the position
4. Contact information of three references (not related to you). These may be listed on your application or resume.

Note: Incomplete packets will not be considered.

Options to Submit Application Materials

Cascade Employers Association is assisting with this recruitment

1. By Email

Applicants may email application materials to: recruitment@cascadeemployers.com
Please use **DISTRICT MANAGER** in the subject line.
Please send all required information in one PDF.

2. By Mail

Applicants may mail application materials to:
Yamhill Soil and Water Conservation District
Attn: District Manager
2200 SW 2nd St.
McMinnville, OR 97128

3. In Person:

Applicants may submit application materials in person Monday - Friday, 8 AM to 4:30 PM to:
Yamhill Soil and Water Conservation District
2200 SW 2nd St.
McMinnville, OR 97128



Inquiries: Please contact Trudy Hylemon, Sr. HR Consultant at Cascade Employers Association at 503-585-4320, or by email at: recruitment@cascadeemployers.com

EEO/ADA

Yamhill SWCD is an Equal Employment Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Yamhill SWCD is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication. Please call the Yamhill SWCD office at 503-472-6403 at least two (2) working days (48 hours) in advance for assistance.