



Job Announcement: District Manager

Skagit Conservation District

Posting Date: February 7th, 2023

The Skagit Conservation District (SCD) is a non-regulatory conservation agency established in 1942 to assist private land users in Skagit County with the conservation of natural resources. SCD is a legal subdivision of the Washington State government organized under Conservation District Law, RCW Chapter 89.08. The District receives funding from locally collected rates and charges, Conservation Commission, grants, and other funding sources with specific deliverables tied to the funding. To leverage its resources and advance special initiatives of considerable community importance, we partner with other federal, state, or local agencies and nongovernmental organizations. SCD is an Equal Opportunity Employer. The District and our professional staff have been recognized at all levels for their expertise and good customer service.

The mission of the Skagit Conservation District is to bring voluntary, incentive-based natural resource solutions to citizens of Skagit County and beyond by providing technical assistance, outreach and educational and cost share funding when available through various state and federal programs.

RESPONSIBILITIES:

This position has numerous responsibilities which include reporting to the Board of Supervisors, managing the District's staff, implementing the strategic plan, representing the District in the community, seeking new funding sources and overseeing the District's budget. In addition, the position is responsible for the implementation of all District programs.

QUALIFICATIONS FOR EMPLOYMENT:

Required education, experience, or training:

1. A degree in natural resources, environmental science or agricultural discipline, or a related field of study preferred.
2. Experience with public sector finance, bidding, and audit requirements
3. Administrative/management and supervisory experience in the public or private sector.
4. Previous experience working directly with boards, commissions, tribes, legislative bodies, or educational institutions.
5. Experience in contract, grant development and project management.

Required knowledge and skills:

- Skilled in use of computer programs and willingness to explore new e-tools.
- Conservation Districts, Washington State Conservation Commission and Natural Resources Conservation Service coordination of programs and funding.
- State of Washington regulations such as open public meetings act, freedom of information act, growth management and RCW 89.08 preferred.

- Public budgeting and records retention processes and procedures.
- Basic environmental, natural resources, agricultural, forestry, watershed adaptive management and permitting disciplines.
- Skagit County and north Puget Sound ecological and environmental issues preferred.

Ability to:

- Provide excellent leadership, organizational, decision making and communication skills.
- Develop budgets, review financial statements, ensure invoices and payments are made in a timely manner.
- Understand and provide guidance on farm planning, natural resource project design and implementation, cultural resources and education and outreach.
- Develop long range and annual plans of work in coordination with staff and board.
- Represent the SCD and provide interagency coordination at the local, regional, and state levels as needed to provide benefit to the Skagit Conservation District customers.
- Speak and present to agencies and the public in person as well as through social media outlets as they develop and are needed to reach out to existing and potential customers.

REQUIRED LICENSES:

- Must possess a valid Washington State driver's license.
- Pass a WSP background check, must be bondable.

Salary Range: \$75,000 - \$99,000 Annual Salary – Full time position

Benefits: Medical, dental, and vision, eleven paid holidays, ability to participate in PERRs retirement, as well as paid annual and sick leave.

TO APPLY:

A complete application includes: a cover letter, resume, SCD job application, and a list of three reference contacts.

1. A cover letter
2. A current resume
3. A completed Skagit Conservation District Job Application
4. The names, addresses and phone numbers of three references.
5. Mail or e-mail to:
Skagit Conservation District
2021 E. College Way, Suite 203
Mount Vernon, WA 98273
skagitcd@skagitcd.org

Though this position is open until filled, the first pull for candidate will be February 24, 2023.