



Pend Oreille Conservation District
Executive Director – Employment Opportunity Announcement
Type: Regular, benefits, FLSA Exempt
Full-time (40 hours/week) with benefits
Compensation: \$60,000 - \$70,000 annual salary (dependent upon qualifications and experience)
Opening Date: October 23rd, 2023
Closing Date: November 6th, 2023

Vacancy Announcement: *Executive Director*

About the Pend Oreille Conservation District

The Pend Oreille Conservation District was established in 1949 and is a locally led, special purpose district that administers programs to conserve natural resources in Pend Oreille County. Conservation Districts serve as a non-regulatory political subdivision of state government created to bridge the gap between local landowners and state and federal government. Our work improves both rural and urban communities to benefit the health and well-being of our residents. Pend Oreille CD consists of a small and collaborative team of dedicated staff focused on providing technical assistance, cost share, and building programs that serve our community and the natural resources in Pend Oreille County. We are governed by a five-member volunteer Board of Supervisors.

Nature & Purpose of the Position

The Executive Director is responsible for the overall management of the Conservation District, supervision of district employees and satisfaction of district clients. The Executive Director provides administrative leadership to assist the Board of Supervisors with the coordination, management, and administration of conservation programs throughout the Pend Oreille Conservation District and with local partners. The Executive Director ensures that all District functions are managed, and services provided in accordance with applicable local, state, and federal laws, regulations, and policies.

The measure of success is the proactive delivery of services to private landowners and the general public in a professional, efficient and productive manner leading to the conservation of local 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 clients, community organizations and government agencies. The position reports directly to the Board of Supervisors.

Primary Duties & Responsibilities

GENERAL OPERATIONS

- Develop and maintain strong working relationships with local, state, tribal and federal agencies, and elected officials.
- Represent the Board, as directed, at local and regional meetings that may affect the Board and/or District programs.
- Serve as liaison for the Board of Supervisors and coordinate closely with the Washington Association of Conservation Districts (WACD), the Washington State Conservation Commission (WSCC) and the Natural Resources Conservation Service (NRCS).
- Continue to develop and maintain the District's Policy & Procedures manual.
- Coordinate with the WA State Conservation Commission for successful completion of the District Operations Review (currently every two years).
- Program Planning, Development and Management
- Assist the Board with completion and/or revision of the District's Five-Year Plan.
- Assist the Board with development and implementation of Annual Work Plans.
- Fulfill contracted scopes-of-work and fulfill reporting requirements.

FINANCIAL MANAGEMENT

- Oversee all the financial needs and requirements for the District.
- Prepare and oversee the District's budget, annual and long range plans.
- Help secure necessary resources and technical support to implement projects and programs and ensure vouchering to grants is timely.
- Maintain the District's accounting system, reconcile account balances and prepare monthly financial statements for Board approval.
- Maintain employee records; prepare payroll and quarterly tax reports.
- Ensure compliance with relevant laws and rules pertaining to district expenditures.

PERSONNEL MANAGEMENT

- Support a harmonious, cooperative, and productive workplace.
- Supervise the activities of District staff as needed.
- Update and maintain personnel policies and procedures.
- Schedule regular staff meetings, keep staff advised on project goals and objectives, policies, procedures, annual and long-range plans.
- Facilitate hiring of new staff as needed.
- Enable career growth and training opportunities for staff.

INFORMATION & EDUCATION

- Promote existing District, state, and federal programs to interested parties.
- Provide outreach to landowners to identify natural resource conservation needs and solutions.
- Keep abreast of all federal, state, and local laws that affect the conservation work within the District.
- Provide support for the District's public outreach program.
- Respond to information requests from news media and others.

Minimum Qualifications

- A bachelor's degree in natural resources, agriculture, public administration, or a related field
- A minimum of three years of supervisory and program management experience is required. Additional qualifying experience may substitute year-for-year for the education requirement.
- Demonstrated ability to manage multiple, diverse issues and a proven commitment to land stewardship on private lands.
- Experience with grant writing and/or project proposal development.
- Experience with meeting facilitation and conflict resolution techniques.
- Ability to utilize administrative, personnel, and analytical skills and to act independently to direct District operations.
- Demonstrated ability to take policy direction from the Board and translate this direction into tangible results.
- Proven track record of meeting deadlines, attending frequent meetings, and traveling as needed.
- Ability to delegate to other employees.
- Ability to communicate, both written and oral, effectively to a diverse audience.
- High literacy with Microsoft Office Software
- Familiarity with QuickBooks, Springbrook Express, and WA BARS accounting System.
- Obtain and maintain a valid driver's license.

Preferred Qualifications

This is a broad description of the qualifications for the Executive Director position. We do not expect any single candidate to possess all the qualifications listed. Research tells us that some individuals will only apply to roles if they meet all the listed qualifications, but we will train you and we expect you to learn in the role. We are looking for team members who round out our current skill base. If this is you, we encourage you to apply.

- Experience working directly with rural communities and private landowners
- A professional knowledge of policies and practices of conservation districts.
- A working knowledge of federal, state, and local laws, rules, and policies that directly affect natural resource conservation on private lands in Washington.
- Knowledge of and/or experience with conservation planning & implementation, specifically assessing, planning, monitoring, and reporting on BMP implementation.
- Demonstrated comprehensive project management skills, including project prioritization, goal analysis, and project evaluation.
- Knowledge of and/or experience with environmental project management including, public works requirements, permitting, and cultural resources compliance.
- Experience developing, writing, and administering grant applications and projects.
- Knowledge of natural resource conditions, agricultural practices, and critical area resources in Pend Oreille County.
- Ability to maintain accurate records and comply with public records requirements.
- Knowledge of Eastern Washington flora, fauna, and ecology.

Physical Requirements and Working Conditions

It is estimated that this position involves office work (85%) and fieldwork (15%). Regular office work includes long periods of stationary computer work, typing, and reading from a screen. It is necessary to have adequate vision and motor skills to perform the duties of the position, including hearing voice conversation and the manual dexterity to operate a computer.

Fieldwork may occur outside in inclement weather conditions and may require you to traverse uneven terrain. You may occasionally lift and carry materials weighing up to 50 pounds. You must be able to operate a motor vehicle safely. Occasional non-overnight and overnight travel may be required. The position will require occasional work on

weekends or after regularly scheduled work hours. This position description describes the functions and qualifications for the position. It does not exclude an opportunity for modifications consistent with providing reasonable accommodation.

Location

The position is based in Newport, Washington within Pend Oreille County in beautiful Northeast Washington. This is a hybrid position as negotiated with the Board. Staff will make occasional field trips to project areas which involve traversing over difficult terrain.

Benefits

After a 60-day probationary period, the District provides a comprehensive benefits package with medical, dental and vision coverage for regular employees and eligible dependents.

- Vacation accrual begins at eight (8) hours per month and increases based on years of service.
- The District recognizes ten (10) holidays per year, which includes one (1) personal holiday.
- Sick leave accrues eight (8) hours per month.
- The District and its employees participate in the Washington State Public Employees Retirement System (PERS).
- The District offers medical and dental insurance premiums through the Public Employee Benefits Board (PEBB).
- Premiums for a single membership to the Camas Center for Community Wellness paid at a rate of 100% or other gym memberships to be discussed.

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To Apply

Screening of applications for this position begins November 1st; the position is open until filled.

Applicants must submit the following:

- 1) An application letter that specifically demonstrates how the applicant meets the minimum and preferred qualifications for this position,
- 2) A detailed resume or CV that shows all work/volunteer experience in enough detail to demonstrate how the applicant meets qualifications, and
- 3) The names and phone numbers of three professional references.

All applications must be submitted electronically in PDF format to alexcc@pocd.org. Failure to submit all required materials will remove an applicant from consideration.

For further information, visit pocd.org/job-opportunities or contact Alex Case-Cohen, current District Manager at 509-447-1155 or by email at: alexcc@pocd.org.