



Job Description

Lincoln Soil & Water Conservation District

District Manager // Conservation Program Manager

Position Title: District Manager / Conservation Programs Manager

Pay Range: \$23.00 - \$25.00 / hour (DOE)

Supervisor: LSWCD Board Chair

Status: Full Time, non-exempt/at will

Date Posted: 03/06/2020

Deadline: 27 March 2020 (Position open until filled)

To apply, please email a one-page cover letter, resume, and three professional references to Emily-Bell Dinan at info@LincolnSWCD.org by 5:00 pm Friday, March 27th. This listing and additional program background can be found on our website: www.LincolnSWCD.org/employment

About the Lincoln Soil and Water Conservation District: Since 1955, the Lincoln Soil and Water Conservation District (LSWCD) has worked to enhance and protect soil, water, and other natural resources related to agricultural, forested, urban and rural lands across Lincoln County, Oregon. By building diverse coalitions of stakeholders and partners, providing high-quality education and technical assistance, as well as designing and implementing conservation and enhancement projects on working lands, the District delivers science-based solutions to manage, protect, and improve natural resources for current and future generations. Our conservation goals are based on guidelines set forth in the Mid-Coast Agricultural Water Quality Area Plan (as administered by the Oregon Department of Agriculture (ODA)), the Oregon Department of Environmental Quality's (DEQ) Nonpoint Source Pollution Reduction Program, and the Oregon Plan for Salmon and Watersheds.

Located in Newport, Oregon, LSWCD works to understand and meet the evolving environmental challenges and community needs of the mid-coast region - from sandy beach towns, to rich agricultural valleys, to salmon bearing waterways, and productive timberlands. LSWCD, like the other 44 soil and water conservation districts across the State, is a non-regulatory government agency established by the State Legislature for the purpose of supporting renewable natural resources in cooperation with private landowners. District financial resources are provided primarily through competitive grants, interagency agreements, and direct service contracts. Staff receive guidance and support from federal and State agency and local partners, other District Staff and members of the LSWCD Board of Directors.



Job Description

Lincoln Soil & Water Conservation District

District Manager // Conservation Program Manager

PROGRAMS OVERVIEW:

The District Manager provides leadership for financial, personnel, program planning, education and outreach, and conservation project management and implementation. As the Conservation Programs Coordinator, the District Manager will also manage the District's Water Quality Monitoring and Watershed Restoration Programs. These Programs provide Lincoln County residents and landowners with science-based information about soil, water, and related natural resources, and offer technical assistance regarding how to manage, protect, and improve those resources in order to conserve and sustain them for future generations. These programs are consistent with goals and objectives established by the Mid-Coast Agricultural Water Quality Area Plan (as administered by ODA), the Oregon DEQ's Nonpoint Source Pollution Reduction Program, the Mid-Coast Basin TMDLs (DEQ), and the Oregon plan for Salmon and Watersheds (multiple agencies). Local projects often emphasize fish and wildlife habitat enhancement, particularly practices that promote the survival and recovery of native fish species such as the threatened Coho Salmon.

SUPERVISION RECEIVED:

The Chair of the Board of Directors serves as the District Manager's direct supervisor. The District Manager reports to the full Board monthly at regular Board meetings, through monthly reports, and at scheduled committee meetings. The position will be evaluated annually to determine progress toward District goals and for a performance evaluation. The performance evaluation will be completed by the LSWCD Personnel Committee.

SUPERVISION EXERCISED:

The District Manager has direct supervisory authority over all other full and part-time employees of the District and is also responsible for ensuring that District volunteers are properly supervised and comply with District policies.

QUALIFICATIONS:

A qualified candidate must possess strong public speaking, presentation, and technical writing skills, a professional demeanor and excellent time management skills needed to successfully balance multiple program duties and the seasonal and cyclical workloads associated with this position. Candidates must possess relevant experience in stakeholder outreach, grant research and writing, project development and implementation (5-10 projects annually), administration of public contracts, permitting, procurement of goods and services, complex budget tracking and reporting, annual public event planning and management (e.g., workshops, presentations,



Job Description

Lincoln Soil & Water Conservation District

District Manager // Conservation Program Manager

fundraisers), and hiring and supervising full time and seasonal employees as needed.

A qualified candidate must also exhibit the knowledge, skills, and abilities to participate in local and regional technical teams, and to complete assessments of land conditions and management practices that affect land and water quality using both field techniques and GIS. Candidates should have good knowledge of water quality sampling techniques and the processes contributing to water quality, soil function, formation, classification, and management, familiarity with the plant communities of the Pacific Northwest, and a working knowledge of stream, wetland, and riparian restoration principles.

JOB DESCRIPTION:

This position is a five day, 40-hour work week, although workdays may range from 8-10 hours seasonally with approximately 1 – 3 evening meetings and occasional weekend workdays. As the District Manager, this position will provide leadership and planning for the District's fiscal and personnel management, as well as District-wide program planning. Additionally, the District Manager supervises District staff and collaborates with partners at watershed councils, local governments and state and federal agencies to implement projects. As the Conservation Program Manager, this position provides outreach, education, and technical assistance to agricultural and urban landowners, coordinates and conducts water quality monitoring, develops projects targeted at improving water quality and watershed health, and secures financial resources (i.e. grants) and permits necessary to develop and implement projects. The District Manager/Conservation Program Manager is the District's primary technical position and primary representative in all efforts aimed at increasing effective partnerships between District and regional entities. This position will provide information and recommendations to the Board of Directors toward increasing the effectiveness and scope of natural resource conservation as guided by the District's Annual Work Plan and long-range Business Plan.

CORE DISTRICT MANAGERIAL DUTIES:

Financial Management

- Oversees and keeps the Board informed regarding financial affairs of the District.
- Works with the bookkeeper to prepare the SWCD annual budget.
- Ensures compliance with relevant laws and rules pertaining to District expenditures, and oversees compliance with the District's fiscal policy.
- Continually seeks funding for administration and technical support from public and/or private grant funding activities.
- Develops and administers grants and contracts.



Job Description

Lincoln Soil & Water Conservation District

District Manager // Conservation Program Manager

- Establishes and maintains formal Intergovernmental Agreements (IGA), Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU) to clarify all financial and working relationships with other groups and agencies.
- Approves all appropriations, expenditures, and transfers of District funds.
- Prepares, reviews, and negotiates contracts, leases, insurance policies and grant agreements associated with District projects.

Personnel Management

- Maintains records of time for volunteers, Directors, and staff. Certifies staff time sheets.
- Works with the Personnel Committee to evaluate District staff performance.
- Works with the Personnel Committee to make recommendations to the Board of Directors regarding hiring, firing, disciplinary actions, promotions, demotions, wage changes, and Personnel Policies.
- Develops and updates Position Descriptions.
- Facilitates a productive working environment and works to provide training needs.
- Is responsible for maintaining staff morale, conflict resolution, and facilitating a productive working environment for staff.

Program Planning

- Prepares, reviews, and updates the District's long-range and annual work plans with input from the board, staff and partners.
- Provides, solicits and receives input from agencies, the public, staff, and others to formulate conservation strategies that will address priority concerns.
- Networks with agency partners, community leaders, landowners, and others to evaluate and bring new ideas and direction to the District's programs.
- Serves as the primary liaison between the District and other agencies and landowners.

CORE CONSERVATION PROGRAM MANAGER DUTIES:

- Provides program leadership, management, and technical support for implementing best management plans and projects associated with agricultural and rural nonpoint source pollution reduction.
- Assists Oregon Department of Agriculture (ODA) staff with agricultural water quality compliance assessments as needed. Completes quarterly tasks and reporting associated with ODA scope of work, effectiveness monitoring of focus area, and biennial planning activities.
- Works directly with property owners and operators through face-to-face contact, telephone,



Job Description

Lincoln Soil & Water Conservation District

District Manager // Conservation Program Manager

written correspondence, and email. Advocates and promotes conservation of natural resources with rural and urban property owners, the general public, and other natural resource-related and educational organizations by developing and/or using a variety of education and outreach tools.

- Develops conservation and restoration plans in cooperation with USDA Natural Resources Conservation Service (NRCS) Field Office staff, Oregon Department of Environmental Quality, and other partners. Designs projects incorporating the principles, methods, and techniques described in the NRCS Field Office Technical Guides and other accepted watershed restoration practices.
- Prepares and submits technical documents, agreements, plans, and required grant reporting documents on behalf of the District, as authorized by the Board of Directors.
- Participates in meetings to coordinate work, establish priorities, delegate responsibilities, and create plans and budgets.
- Attends and actively participates in Basin-wide meetings, workshops, and conferences relating to professional and technical issues. Speaks at meetings of associations, agencies, schools, and other groups to provide information on District services, natural resources, conservation, and water quality, along with updates on District goals, objectives, and projects.
- Understands, interprets, and uses maps, aerial photography, soils information, and other technical resources to assist residents of Lincoln County.
- Uses ArcGIS software to develop projects, effectively communicate project information through maps and shape files, and maintain a geodatabase of District projects.
- Represents the District's interests with other conservation districts, watersheds councils, organizations, local officials, and urban and rural landowners.
- Actively participates on OWEB's Small Grant proposal review team.
- Oversees water quality monitoring efforts that follow sampling protocols, including: coordinating work schedules and lab time and deliveries, contract services, and staff training.
- Prepares outreach materials, attends community events, and educates the public about District programs and services.

MINIMUM JOB REQUIREMENTS:

- Bachelor's Degree in Natural Resources, Environmental Engineering, Agriculture, Restoration Ecology, Hydrology, or related field with a minimum 3 years on the job experience with one year of supervisory experience related to the position's Core Duties strongly preferred.



Job Description

Lincoln Soil & Water Conservation District

District Manager // Conservation Program Manager

- Possesses or can obtain a valid Oregon Driver's license, maintains a good driving record, appropriate insurance, and a reliable vehicle for job use. All mileage is reimbursed at the State rate.
- The ability to use a computer for information entry, retrieval, correspondence, and conservation practice design. The ability to use ESRI ArcMap and Microsoft Office is required for this position.

WORKING CONDITIONS:

- This position involves work in the office (75%) and in the field (25%).
- Occasional evening and weekend work is required.
- Fieldwork will include working in and around farms, rivers, streams, ponds, dense vegetation or woodlands, areas with steep, slippery, muddy, rocky, or other hazardous terrain. Field conditions may involve close proximity to livestock and livestock waste. Ability to navigate rough, uneven terrain on foot is essential.

SAFETY EXPECTATIONS:

The Conservation Program Manager shall perform all duties in a prudent and sensible manner, following established safety protocols for field/office work and vehicular use. All employees are expected to wear suitable clothing for the type of work they are performing indoors or outdoors. In addition to personal protective equipment, boots, waders, hats, gloves, and other clothing may be provided by the District.

BENEFITS:

Personal time, vacation time, and 10 paid legal holidays are provided. Pre-taxed health insurance stipend can be provided as a part of a total compensation package as requested.

TO APPLY:

Submit a cover letter, resume, and completed application to info@lincolnswcd.org by 27 March 2020. An application can be downloaded at www.lincolnswcd.org/employment

The Lincoln Soil and Water Conservation District does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Lincoln SWCD is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.