



*Helping the people of Marion County
conserve natural resources.*

DISTRICT MANAGER

General Summary

This is a full-time, at-will, exempt, non-union position which serves as the District Manager (the Manager) of the Marion Soil and Water Conservation District (the District). The Manager manages the operations of the District and performs executive level leadership, personnel, administrative and management work. The Manager also assists and supports the District's Board of Directors with the planning, directing and the reviewing of activities of the District. 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 goals of the District. The Manager acts on behalf of the District's elected Board of Directors. All positions are funded by the taxpayers of the District.

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, management principles and practices (including planning, organizing, directing, motivating, decision making, and directing work flow to promote the District's 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.

The strong applicant will also have a good overall understanding of conservation practices and natural resource programs.

Supervision Received

The Board Chair serves as the direct supervisor for the District Manager position. The Manager reports to the Board of Directors at monthly board meetings. Between regular meetings, the Manager may consult with the Board Chair on questions of authority, district involvement/commitment, program, or management practices.

Supervision Exercised

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

Civil Rights

The Manager will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Ethics Laws

The Manager will perform in accordance with 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, includes hiring, disciplining and discharging, develops position descriptions, helps resolve conflict among employees, responds and resolves difficult and sensitive employee issues, and administers 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 yearly; recommends salary changes to the Board within the context of the District Annual Salary Table.
- Facilitates employee team building.
- Communicates on a regular basis with employees through individual conversations or in group meetings.
- Provides advice, guidance and recommendations to the Board of Directors in the area of employee benefits.
- Responsible for office and employee morale.

Administrative/Operations

- Manages the District's budget and oversees all reporting requirements.
- May act as the District's Budget Officer.
- Prepares the District's budget; works in concert with the District's Committee Chairs to link the budget with Board policy; evaluates budget proposals submitted by Committee Chairs or staff program leads; develops final budget recommendations based on staffing and resource requirements, cost estimates, objectives and goals.
- Oversees the accounting functions and financial analysis.
- Oversees and manages District contracts.
- Commits or authorizes expenditures, consistent with authority levels authorized by the Board.
- Signs checks in conjunction with the Board Treasurer.
- 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 District's Board of Directors in the areas of workers' compensation, insurance liability, accident prevention, and tort exposure related to District operations.
- Coordinates the provision of needed services.

- Coordinates planning efforts for the Board of Directors, which includes establishing objectives and developing strategies, implementing the District's Business Plan, assisting the Board with developing goals and objectives, and responsibility for implementing and assessing progress of 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's employees and the Board of Directors; ensures that information provided to the Board of Directors is professional and presented in a manner that facilitates decision making.
- Oversees the timely and accurate development of agendas for the Board of Directors and all Committee 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.
- Maintains and manages the District's recently purchased office building in Stayton, Oregon.
- Performs other duties as assigned by the Board.

Public Relations

- Advocates and promotes conservation of natural resources with urban and rural property owners, 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, and urban and rural property owners.
- Establishes and/or maintains contact with local public officials, partners, agencies and entities associated with the District's programs, plans and activities.

Qualifications

- Bachelor's or Master's degree in Public or Business Administration, Natural Resources, Agriculture, or a related field. Experience in personnel or program management, agency administration, delivery of professional services, or similar work is required.
- A minimum of five years of supervisory experience. Additional qualifying experiences 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 an appropriate level of experience with computers and computer programs such as Microsoft Office Suite and other related 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 an elected board of directors and/or a public agency. 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 Oregon driver’s license is required. Although the District has some vehicles, occasional use of the employee’s own vehicle may be necessary (reimbursement based on mileage).
- 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.

Salary Range:

The salary range for the District Manager position is \$75,000 to \$110,000 and is based on education, experience, and demonstrated capabilities.

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

To account for inflation, wage schedules for all District positions may be adjusted each year based upon the consumer price index for the Western US.

Application Process:

Those interested in this position may apply by submitting:

- A cover letter addressing why your skills and work experience qualify you for this District Manager Position
- Completed Application and Questions
- Current resume

Email is the preferred method to receive your information. This position is open until filled.

Please submit application packets to:
Meredith Hoffman, Interim District Manager

meredith.hoffman@marionswcd.net

EEO/ADA

Marion 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. Marion SWCD is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication.