Position Description

District Manager

Yamhill Soil and Water Conservation District

Location
The Yamhill Soil and Water Conservation District headquarters is located at 2200 SW 2nd Street, McMinnville Oregon, within the US Department of Agriculture Service Center.

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.

The District is governed by seven elected directors (Board) and is classified as a local government. Programs and services are funded by grants, agreements, fundraisers, donations, rental income, and a local permanent tax rate (levy), which generates approximately $300,000 per year. The annual budget for the district includes all funding sources, reserve funds, dedicated stewardship funds, and other resources typically exceeds $4 million per year. Additional funding for conservation programs, outside of the District’s annual budget, are administered by the U.S. Department of Agriculture’s Natural Resources Conservation Service (NRCS), and Farm Service Agency (FSA). The District shares office space and works collaboratively with NRCS and FSA at the McMinnville USDA Service Center.

District Manager
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 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 acts on behalf of the Board and represents the District to public and private organizations.

The District Manager works with staff, partners, and the Board to ensure adequate technical, financial, and educational resources are available to implement priority conservation needs and serve constituents. The District is a non-regulatory entity; therefore, making advances in water quality improvement, wildlife habitat, water conservation, soil health, and other natural resource areas rely on effectively implementing conservation practices using voluntary, incentive-based programs. The desired result is to address the priority natural resource needs in Yamhill County.
Supervision of the District Manager
The Board establishes priorities and delegates responsibility for the position through the Executive Director. The Executive Director supervises the District Manager. The District Manager acts on behalf of the Board, within the authorities described in the position description, District policy, and as otherwise authorized by the Board.

Supervisory Authority
The position has supervisory authority over all other District employees and is responsible for developing workplans, assigning duties, and providing day-to-day supervision. The District employs a combination of technical and administrative staff, currently with 4 full-time and 2 part-time employees. Temporary or seasonal employees are hired as needed.

Position Responsibilities – The District Manager position has four primary areas of responsibility:

1. Personnel Management – Specific tasks include, but are not limited to:
   - Supervise district employees
   - Work with district employees to establish annual work priorities
   - Meet regularly with each employee (and Executive Director as needed) to monitor progress and adjust work plans
   - Review and update position descriptions and associated position requirements
   - Oversee opportunities for growth and career development
   - Ensure staff and volunteers receive training needed to perform duties and meet position requirements (e.g., certifications, licensing, ethics and civil rights training, safety training, etc.)
   - Work with the Employee Relations Committee to conduct annual employee performance reviews, and address employee compensation, benefits, and other personnel issues
   - Facilitate and arrange for regular staff meetings, safety meetings, training, team building, and other activities, including conservation partners as appropriate
   - Perform regular review and budget analysis of grants and other funding sources, insurance costs, and other financial matters, and prepare recommendations for the Board

2. Policy Management – Review and update District policies as needed for review by the Executive Director and Board. Policy areas include, but are not limited to:
   - Compliance with Oregon Equal Pay Act and Other State Requirements
   - District Payroll Process
   - Travel and Reimbursement
   - Training
   - Employee Evaluation and Review Process
   - Job Classification, Skills Requirements, and Salary Ranges
   - Benefits
   - Public Contracting
   - Safety
   - Changes in Law Relating to Special Districts (as needed)
3. Financial Management – Area of Responsibility
   • Review expenditures and budgets, ensuring that expenditures are consistent with the adopted budget and within approved spending limits
   • Review District financial reports in preparation for monthly board meetings and annual reporting
   • Review timesheets, payroll, and payments to insurance and retirement
   • Review deposits from revenue sources, including property tax assessments, grants, agreements, endowments, land rents, donations, plant sales, and other sources
   • Budget development and financial compliance with Oregon Local Budget Law, state rules relating to public investments, and various grant requirements
   • Prepare information and reports for annual audit
   • Participate in the planning, development and management of grants

4. District Operations – Provide leadership and oversight of the following:
   • Legal compliance with laws, rules and policies relating to operations of soil and water conservation districts in Oregon
   • Board meeting preparation, engagement, and follow-up
   • Orientation and training for directors and associate directors
   • Review of land use applications and preparation of written testimony and comments for review by Executive Director and Board
   • Evaluation of insurance coverages for adequacy and compliance with legal requirements
   • Support district team to plan and implement the District’s Annual Native Plant Sale and implement native plant grow-outs for conservation partners at Miller Woods Nursery

Qualifications
The following minimum qualifications are required:
1. Bachelor’s Degree with major course work in Business, Agriculture, Natural Resources, or related field, and minimum five years of experience working in similar role/responsibilities, or ten years of comparable experience managing a natural resource organization, agency, or business;
2. Demonstrated proficiency and experience in:
   a) Managing and supervising personnel
   b) Managing projects
   c) Creating and managing budgets
   d) Writing work plans, policy and procedures
   e) Managing multiple tasks and priorities and meeting deadlines
   f) Analyzing and solving problems in a timely manner
3. Excellent communications skills
4. Well-developed writing skills relating to policy, grants, contracts, proposals and related documents
5. Motivated, self-starter, with a desire to make a long-term impact
6. Proficient in Microsoft Word, Excel & PowerPoint, with working knowledge of QuickBooks
7. Experience with conservation, agriculture and/or conservation organizations
8. Ability to successfully pass federal and other background check
9. Professional demeanor in the workplace while representing the District
10. Ability to safely operate a motor vehicle during daylight hours, after dark, and during inclement weather. A valid driver’s license issued in the applicant’s state of residence is required.
**Working Conditions**

This position requires work in both the office and field.

- Office requirements include working at a desk, using a computer, telephone use, assisting walk-in customers. Work may include frequent interruptions.
- Professional/casual office attire is required.
- Work in the field may include tours with the board, staff and public, educational events, or other related outreach, occurring on farms, forest lands, waterways, and rural properties in various weather and site conditions. Appropriate attire must be worn in the field. Work may occasionally require ability to lift 40 pounds.

Work hours may include occasional evening and weekend hours. Travel for conferences, workshops, and training sessions may occur for up to three days duration.

Operation of a motor vehicle is required to perform the duties of this position during daylight hours and after dark.

All duties shall be performed in a prudent, sensible, and safe manner.

**Equal Opportunity Employer**

The Yamhill Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.