



# Walla Walla County Conservation District

325 North 13<sup>th</sup> Avenue  
Walla Walla, WA 99362  
(509)522-6340 ext 3

## **POSITION DESCRIPTION FOR DISTRICT MANAGER**

The Walla Walla County Conservation District (WWCCD) includes all of Walla Walla County with the exception of the incorporated areas within Walla Walla City, Waitsburg and Prescott. WWCCD works with the agriculture community and a host of partner agencies and stakeholders to maintain and restore the natural resources which are essential the quality of life and economic well-being in the Walla Walla Basin. The WWCCD is a grant funded entity and funding over the past decade has been primarily for projects of all types designed to improve habitat for fish species which are protected under the Endangered Species Act (ESA). These projects have involved instream, riparian, and upland projects benefiting water quality, as well as numerous irrigation efficiency and piping projects designed to improve flows for fish. These projects represent nearly sixteen million dollars of “on the ground” projects in Walla Walla County in the past five years alone. The state and federal governments continue to provide funds for landowners and local entities to address local water quality and habitat problems that have contributed to the ESA listing of steelhead and bull trout in the Walla Walla watershed. WWCCD activities remain closely associated with the multiple restoration plans for the Basin which include: 1) Walla Walla Watershed Plan, 2) Walla Walla Sub-Basin Plan, and 3) Snake River Salmon Recovery Plan. WWCCD has earned a reputation as a “can do” organization with the in-house capabilities to design and construct a broad spectrum of projects for agricultural producers ranging in cost from a few thousand to several million dollars.

The District Manager is the district team leader and has responsibility for overall management of all aspects of the WWCCD including supervision of district employees and execution of district programs and projects. The District Manager reports to and receives direction from a five member Board of Supervisors, all of whom are Walla Walla County landowners and producers. All WWCCD employees serve at the discretion of the board and employment is subject to the availability of grant funding.

It is up to the district team with the leadership of the District Manager to secure funding for the District, ensure that the District has the capacity to fulfill contract responsibilities and then oversee execution of timely contract deliverables while maintaining compliance with applicable local, state and federal laws, regulations and policies.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

### General Operations

- Develop and maintain a strong working relationship with landowners, other districts, and local, state, tribal, and federal agencies and elected officials.

- Provide requested technical assistance to improve management of important natural resources in the Walla Walla Basin.
- Ensure the District provides appropriate representation at local and regional forums and meetings that could potentially affect farming practices and/or District natural resource priorities and programs.
- Provide guidance as to resource concerns that will be prioritized by the District and continue to make on-the-ground projects the highest priority for the District.
- Secure the essential grant funding necessary to pay salaries and support District operations.
- Ensure timely delivery of deliverables agreed to in grants/contracts.
- Maintain constant vigilance of the status of District funding and awareness of current as well as future funding opportunities.
- Keep the Board of Supervisors apprised of the status of projects, funding and impending staffing needs as well as successes and failures as they occur.
- Oversee the writing of grant proposals and maintain the high standards typical of District proposals.
- Ensure the District has the staff and contracted capacity to complete the projects, provide the technical assistance and otherwise fulfill all obligations of the District as effectively and efficiently as possible.
- Work with district team to coordinate properly conducted and recorded official monthly board meetings which keep the Board of Supervisors informed and engaged in the activities of the District.
- Coordinate with WA State Conservation Commission and ensure successful completion of the annual District Operation Review, Good Governance checklist and other operational reviews to assure the District receives a fully successful rating.
- Work with partners, stakeholders, landowners and district team to develop meaningful annual work plans and long range (5-year) plans.

### Financial Management

- The District Manager has signature authority for District checks, time sheets, contracts that authorize the receipt of funds by the District—the Chairman of the Board must sign contracts that obligate funds being paid out by the District.
- Work closely with the District’s Assistant Manager-Finance to make certain that all financial transactions and record keeping meets the requirements of the State Auditor’s Office.
- Work closely with the District’s Assistant Manager-Finance to develop a District annual budget for approval by the Board.

### Staff Management

- Supervise and direct the activities of the district staff of 9 employees as needed to carry out the responsibilities of the District.
- Provide leadership and set an example for a positive, internal working relationship among District team members.
- Utilize regular weekly staff meetings to encourage team work by giving each team member the opportunity to share information and solicit input on their projects and pass along news of interest to the rest of the District.
- Evaluate staff performance annually and make recommendations for salary increases subject to approval by the Board of Supervisors.
- Recruit qualified and motivated technical and administrative staff and request hiring authority from the Board of Supervisors.
- Manage staff and contracted professional service providers to ensure that the District has the capacity to execute projects and meet deliverable deadlines.
- Update the board approved WWCCD personnel manual which includes personnel policies and procedures as changes are made.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree in natural resources, Earth sciences, environmental science, agriculture, engineering or related field plus 3 years of experience in a supervisory or project management position are required. Additional qualifying education or experience may be considered at the discretion of the Board of Supervisors. The successful applicant must have demonstrated track record in team building and have a proven commitment to voluntary stewardship on private land.

The Walla Walla County Conservation District shares office space with the NRCS and FSA in the USDA Agriculture Service Center which is located in Walla Walla, WA. Because the office is located in a federal building the incumbent will be subjected to a federal background check and required to take annual security awareness training.

#### Required knowledge, skills, and abilities

- Proven ability to foster a team environment in the work place and with partners.
- Proven track record of maintaining successful professional relationships and developing successful partnerships.
- Proven track record of administrative leadership including coordination with multiple agencies and partners to meet project deliverables and goals.
- Proven track record of awarded grant funding and project proposal development.
- Proven track record of responsible and accountable fiscal management including multi-year budgeting, oversight of expenditures, and documentation of match/significant contributions.
- Experience with employee management and supervision.

- Working knowledge of natural resource conservation and local, state, and federal conservation funding programs.
- Ability to take direction from the Board and translate this direction into tangible results.
- Ability to meet deadlines, attend meetings and travel as needed.
- Ability to delegate to other team members.
- Ability to communicate, both written and oral, effectively to a diverse audience.
- Possess and maintain a valid driver's license.
- Ability to walk on uneven ground and lift 25lbs.

Preferred knowledge, skills and abilities

- A Master's degree in natural resources, agriculture, public administration or a related field and a minimum of five years of supervisory and program management experience.
- 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.
- Knowledge of and/or experience with environmental and cultural resource permitting.

Employment Classification—PERMANENT, FULL TIME

The selected applicant will serve as an assistant manager in training until June 1, 2016 at which time, if successful, they will assume the target position as District Manager. The selected applicant will be on probation for one year from reporting date.

Compensation—STARTING SALARY RANGE OF \$55,000-\$60,000 DEPENDING ON QUALIFICATIONS PLUS THE DISTRICT BENEFITS PACKAGE (which includes a stipend in lieu of medical/retirement benefits)

*All programs, services and employment by the Walla Walla County Conservation District are offered without regard to race, color, national origin, religion, sex, marital status or disability.*

**TO APPLY**

*Send Resume and Cover Letter to:*

*Richard Jones, District Manager  
Walla Walla County Conservation District  
325 North 13<sup>th</sup> Avenue  
Walla Walla, WA 99362*

CLOSING DATE IS DECEMBER 31, 2015