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## **Harney Soil & Water Conservation District**

**PO Box 848**

**530 Hwy 20 South, Hines OR 97738**

**Phones: 541-573-5010 Fax: 541-573-7935**

### **DISTRICT MANAGER JOB ANNOUNCEMENT**

#### **Position: District Manager**

#### **Position Summary:**

The Harney Soil and Water Conservation District is seeking applicants to fill the position of District Manager, located in Burns/Hines, Oregon. This is a full-time position. The District Manager functions as the chief executive officer of the District and has the responsibility of providing overall leadership for personnel, technical and program planning, finances, public outreach, and project management and implementation. The District Manager acts on behalf of the Board of Directors.

The District Manager ensures that adequate technical, financial, and educational resources are available to meet the conservation needs of constituents. This job entails continually monitoring and improving the District's ability to assist constituents in implementing conservation practices using voluntary, incentive-based programs and technical support. The expected end result is to effectively address natural resource needs in Harney County.

#### **Announcement Materials:**

- Position Announcement
- Employment Application
- Position Description

#### **Application Process:**

Submit all specified application materials to the Harney Soil and Water Conservation District, PO Box 848, Hines, OR 97738. For additional information contact Carol Dunten, Board Chair, 541-493-2752 or [carol.dunten@gmail.com](mailto:carol.dunten@gmail.com).

Applicants will be contacted to participate in interviews.

**Application Deadline: 4:00 PM PST, June 20, 2019**

**Application Evaluation Process:** Review of applications will begin immediately after the application deadline and continue until the position is filled. The selection process will include an application evaluation, select in-person interviews, verification of work and educational history, and contact of references. The selected applicant will be required to pass a criminal background check and driving record review.

**Application Submission Requirements:**

1. Signed cover letter, not to exceed 2 pages, explaining your qualifications and experience relevant to the successful fulfillment of the functions of the announced position.
2. Fully complete and signed employment application form, including applicable attachments. Resumes alone will not be accepted, but may be included with the application materials.

**Application materials may be emailed with scanned signatures to [carol.dunten@gmail.com](mailto:carol.dunten@gmail.com) or mailed or hand delivered to:**

Harney Soil & Water Conservation District

Attn: Carol Dunten, Board Chair

PO Box 848, 530 Hwy 20 South

Hines, Oregon 97738

*It is the applicant's responsibility to ensure application materials are received in full, regardless of delivery method.*

Harney Soil and Water Conservation District is committed to conserve, protect, and develop soil, water and other related resources for the economic and environmental benefit of the people of Harney County.

**Job Description: District Manager**

The District Manager reports to the Board of Directors of the Harney Soil and Water Conservation District (HSWCD).

Employment Status: This is a full time, at will, exempt employee (40 hours per week)

Location: HSWCD office, Hines, OR - USDA Service Center

Annual salary range: \$60,000 - \$70,000 DOE

Benefits: Medical, dental, vision, and disability insurance premiums are paid by the HSWCD up to \$1300 per month. Sick leave and vacation leave are accrued upon completion of a trial service period from the first day of employment. A Simple IRA match contribution can be selected, limited to 3% of the employee's annual salary. Sick leave will be accumulated up to a rate of one hour for each 30 hours worked for the first year. Thereafter, employees shall accrue 80 hrs. of sick leave per year credited on January 1. All federal holidays (10) are observed and paid.

**Background:**

Oregon Soil and Water Conservation District Laws (ORS 568.808 to 568.900 to 568.933) guide establishment and operations of Oregon Soil and Water Conservation Districts. Oregon Revised Statute 568.225 establishes the policy of the Legislative Assembly to provide for the conservation of the renewable natural resources of the State and further authorizes Soil and Water Conservation Districts to cooperate with land owners and land managers to conserve, protect and develop those renewable natural resources for the benefit of its residents. Within the context of these laws, the Harney Soil and Water Conservation District seeks funding and hires appropriate staff to effectuate the applicable policies of the Oregon Legislature.

The Harney Soil and Water Conservation District, like the other 44 soil and water conservation districts in Oregon, is a non-regulatory government agency known as a *Special District* (ie. a municipal corporation). Located in southeastern Oregon, the HSWCD serves the third largest county in the United States. In fiscal year 2017-2018, the HSWCD's annual operating budget was \$1.2 million. District financial resources are provided exclusively by competitive grants, interagency agreements and direct service contracts. Long term program funding is subject to the availability and acquisition of federal, state, and local government grants and contracts, and therefore cannot be guaranteed.

HARNEY SOIL AND WATER CONSERVATION DISTRICT

**EMPLOYMENT APPLICATION FORM**

**POSITION: DISTRICT MANAGER**

Please print clearly in dark ink or type. This application is part of the applicant examination process and must be thoroughly completed in order to qualify for consideration. If additional space is needed, please attach separate sheets.

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Date applicant would be available for employment: \_\_\_\_\_

Are you employed right now?    YES        NO

If yes, please provide employer contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Do you have the legal right to work permanently in the United States? YES    NO

Have you ever been discharged or forced to resign from any employment? YES    NO

If yes, please explain.

Can you perform the essential functions of the job for which you are applying? YES    NO

Do you have a valid state of Oregon Driver's License? YES    NO

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**EDUCATION:**

	HIGH	COLLEGE	GRAD SCHOOL
School			
Name(s)	_____	_____	_____
Date			
Graduated	_____	_____	_____

List Primary Course(s) of Study or Degree(s) Received:

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**REFERENCES:**

Provide a minimum of three business or professional references familiar with your qualifications and actual work history and abilities.

	Name	Occupation/Relationship	Years Known	Contact Number
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

## **Job Qualifications**

The District Manager must be a highly motivated self-starter with demonstrated ability to successfully lead a productive and talented team. The District Manager leads staff in developing the District's annual work plan and budget. The District Manager is required to have the following personal qualifications:

- Sufficient education and/or experience to accomplish the essential functions of the position
- Cognitive ability to manage multiple tasks and priorities and to solve problems effectively
- Effective communication skills, both oral and written
- Professional demeanor both in the workplace and while representing the District in the field and at job-related functions
- Ability to work nights and weekends if necessary, including travel.
- Physical capacity to safely perform both office and field work as required, with reasonable accommodation if needed

## **Supervision of the District Manager**

The Chair of the Board of Directors serves as the day-to-day supervisor of the District Manager. Annual performance evaluations are administered by the Chair of the Board of Directors and evaluated by the full Board of Directors. The District Manager remains in close contact with both chairpersons concerning questions of authority, District involvement and commitment, or other intended actions. The District Manager reports to the Board of Directors regularly at Board meetings, and through meetings of various committees. The District Manager acts on behalf of the Board of Directors, within the authorities described in this position description, in the District's Employee Handbook, and as otherwise delegated by the Board of Directors.

## **Supervision by the District Manager**

The District Manager has direct supervisory authority over all other employees of the District. Responsibilities include assigning duties, day-to-day supervision, informal and formal performance evaluations, and ensuring that staff and volunteers receive proper training and are informed of District policies. Working with the Personnel Committee, the District Manager makes recommendations to the Board of Directors regarding promotions, demotions, and wage changes. The District Manager has the authority to hire or terminate employees, and to discipline employees when necessary. The District Manager is expected to consult with the Personnel Manual of the Harney SWCD before taking significant employment actions, and to report personnel actions to the Board of Directors.

## **Major responsibilities**

### **Lead personnel to accomplish the District's mission, goals, and objectives**

- Establish, review, and update job descriptions and performance standards for each employee.
- Provide performance feedback to employees on an informal basis and through formal annual evaluations, consistent with annual work plan goals and objectives.
- Identify training needs and provide opportunities to employees for professional growth.
- Address and resolve staff conflicts, concerns, and issues as needed to ensure a productive workplace.

- Facilitate a non-discriminatory, positive, productive, and safe working environment.
- Apply and enforce District personnel policies.

### **Manage District fiscal operations**

- Prepare the SWCD annual budget.
- Work with staff to prepare the annual budget in conformity with Oregon Statutory requirements.
- Provide oversight to day-to-day administrative and operations functions.
- Meet regularly with technical staff to review program and overall budgets, ensuring that expenditures are consistent with the adopted budget and approved spending limits.
- Every month review the District's financials in preparation of monthly, quarterly, and annual reporting to the Board.
- Ensure that the District is current with all contracted services.
- Regularly evaluate the District's insurance coverages to ensure that they are compliant with legal requirements and adequate to cover the District's risks of liability.
- Coordinate with legal counsel as needed for District operation and communicate potential legal risks and issues to the Board.

### **Program planning and reporting**

- Prepare, review, and update the District's strategic and annual work plans.
- Solicit and receive input from agencies, the public, staff, and others to formulate conservation strategies that will address priority concerns.
- Ensure that the District is properly represented with other agencies.
- Serve as the primary liaison to the media and the general public pertaining to District programs and activities.
- Oversee and provide support to staff as needed to implement District programs and projects.
- Regularly report progress of programs, projects, and activities to the Board.

### **Manage District property, contracts and grants**

- Manage District-owned real property, as directed, which may include purchase, sale, improvements and uses.
- Manage leases entered into by or with the District.
- With staff and project funders, develop scopes of work, agreements, contracts, project budgets, and reporting formats.
- Oversee tracking of project progress, financial status, due dates and deliverables.
- Oversee grants and contracts to ensure that projects are completed on time and within budget with all deliverables met.
- Serve as the District contracting officer, ensuring that all aspects of contracting are done in accordance with statutory requirements and the District's adopted public contracting rules.

### **Provide support to the Board of Directors**

- Provide support, information, and recommendations to the Board of Directors.
- Coordinate orientation and training of new Directors and Associate Directors.
- Assist the Board of Directors in determining which tasks should be done by Board members and which tasks should be done by staff.
- Identify Board development opportunities.
- Develop meeting agendas in coordination with the Chair of the Board of Directors.
- Assist committees in accomplishing goals and tasks as assigned by the Chair of the Board of Directors.
- Review Board minutes and materials sent to Directors and Associate Directors.

### **Represent the District**

- The District Manager is responsible for how the District is represented to the public and to partner organizations.
- Assume the lead in representing the District as needed.
- Coordinate with staff and Board members to ensure that the District's relationships with partners, community organizations, and agencies are maintained and that the District is appropriately represented at relevant meetings.
- Maintain a continuous, sound program of public relations on behalf of the District. Meet periodically with County Commissioners, legislators, and other public officials to discuss how the District is accomplishing goals and objectives.

### **Secondary functions and duties**

- Maintain a working knowledge of USDA Natural Resources Conservation Service technical standards, the field office technical guide, conservation planning standards and procedures, and the types of conservation practices commonly employed within the District. Ensure that operating agreements are current and that the District's commitments are achieved.
- Ensure that the District meets its statutory obligations under Oregon Revised Statutes chapter 568 to prepare long-range and annual work plans, and to hold an annual meeting at which its annual report and audit are presented.
- Oversee meetings of the Safety Committee as required by law and District policy.
- Conduct the following reviews annually and report results and recommendations to the Board of Directors: 1) Risk management 2) District policies 3) Agreements and contracts
- Serve as the principal point of contact for the District with local, state, federal, and tribal agencies.
- Follow state and federal laws and regulations and inter-agency agreements in addition to the policies that the Board of Directors has established for operational issues. The District Manager may receive policy guidance from the Board of Directors and is expected to exercise sound judgment in making operational decisions in the absence of such guidance.



- Exercise initiative in carrying out the District's responsibilities, implementing the approved work plan within the approved budget and dealing with situations as they arise, keeping the Board of Directors informed as appropriate.
- Oversee maintenance of project records, capital equipment depreciation schedules, and a current list of non-capital equipment. The District Manager may delegate authority for maintenance of various records to other District employees or representatives.
- Attend to other duties as assigned by the Chair of the Board of Directors.

#### **Job conditions**

- Work hours may be unpredictable and may include some evening and weekend hours.
- Field and office work are required in this position. Field work may include working in and around such locations as: farms and dairies; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous conditions. Appropriate attire shall be worn in the field.
- Office work may include working at a desk, using a computer, or standing at a table. Must be able to work with frequent interruptions; to sit or stand for periods of up to two hours; and to lift 50 pounds. Business casual attire is expected.
- Frequent travel is required to conferences, workshops, training sessions, and daytime or evening meetings outside the office. Travel may occur outside the normal workday and may be as long as one week in duration. Appropriate attire is required.
- Operation of a motor vehicle will be required to perform the duties of this position, during daylight hours and after dark. A valid driver's license issued by the District Manager's state of residence is required. Driving records will be obtained and evaluated annually.
- Safety protocols must be followed, and all duties shall be performed in a prudent and sensible manner.

*The Harney 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.*