

Hood River Soil and Water Conservation District  
**Job Description for District Manager**

Reports to: Board of Directors  
Classification: Full time (37.5 hrs/week)  
FLSA Status: Exempt

**Position Summary**

The District Manager is responsible for the administration and operations of the District to carry out District policies and programs set by the five-member Board of Directors, as well as meeting all state and federal laws and associated guidelines pertaining to District operations. The District Manager directs and coordinates the activities of all District employees. This is a full-time, at-will position governed by the Board.

**Essential Functions**

- Responsible for the effective direction, operation and control of the key activities of the District including: financial functions, human resources administration, governmental affairs, technical assistance, grant management, and public information activities. Implement the goals, policies and priorities of the District established by the Board.
- Supervises staff as outlined below.
- Organize and attend regular Board meetings, updating the Board on District operations including personnel, finances, cash flow, and project status.
- Manage financial aspects of District operations, including financial reporting, annual audits, annual budgets, payroll, purchasing, and grant financial tracking and management.
- Coordinate technical assistance to landowners/operators and provide review of County land use permits for potential impacts to natural resources.
- Implement programs and projects that the District has responsibility for, such as the Oregon Department of Agriculture's agricultural water quality program, small grant program, bilingual pesticide education program, irrigation improvement projects, annual native plant sale, weed abatement work, presentations and outreach events.
- Work collaboratively with local, state and federal agencies and other entities to provide services that are necessary, appropriate, and adequate.
- Ensure the District is in compliance with all applicable local, state, and federal laws and regulations such as those related to Oregon Department of Agriculture, personnel matters, safety, contracts, budget and fiscal requirements.
- Manage grants and contracts including expenditure tracking, reporting, and grantor invoicing and assure accuracy and accountability in how payments are authorized and processed for all projects, grants, personnel expenses, etc.
- Represent the District at meetings of agencies, boards, commissions and committees whose actions have a direct impact on the business of the District.

**Supervisory Responsibility**

This position has supervisory authority over all District staff, including hiring professional staff, completing performance appraisals, training and development, and taking any needed disciplinary actions up to and including firing. This position is responsible for ensuring adherence to District personnel policies.

## **Job Scope**

- The District Manager oversees all aspects of the district operations, and in this role, supervises all staff, reviews work products, and tracks project implementation.
- The District Manager works independently, but under the direction of the Board of Directors.
- The District Manager works collaboratively with a variety of resource agencies and private organizations including: Oregon Department of Agriculture, Oregon Department of Forestry, Natural Resources Conservation Service, Oregon State University, Columbia Gorge Fruit Growers, Confederated Tribes of the Warm Springs Reservation, Oregon Watershed Enhancement Board, Hood River Watershed Group and other local, state, and federal agencies to further the District's mission.

## **Interpersonal Contacts**

The District Manager will have extensive interpersonal contact with persons from both inside and outside of the organization via a wide variety of mediums, such as email, phone, virtual meetings, in person, and at larger meetings and workshops.

## **Knowledge, Skills and Abilities**

- Must have knowledge and experience related to management at the local government level and have demonstrated experience with public finance and personnel management.
- Must have excellent communication and interpersonal skills and be capable of maintaining cooperative and productive working relationships with the District Board, staff, land managers, the public, agencies, and other business and industry contacts.
- Must have the ability to effectively manage project scope, schedules and budgets associated with conservation projects.
- Must have the ability to solve problems and work productively with minimal supervision.
- Must have the knowledge, skills and abilities to utilize a computer and a variety of software programs including email, Word, Excel, Access, Quickbooks, and Publisher. Familiarity with ClickTime and ArcGIS not required, but preferred.
- Possess excellent time management skills.

## **Minimum Qualifications**

- High School diploma or equivalent.
- Minimum of 2 years of experience working effectively with a board of directors, staff, volunteers and collaborating entities including managing daily operations and financial management of an organization.
- Minimum of 2 years of experience grant writing/management.

## **Preferred Qualifications**

- Bachelor's degree in a related field.
- Experience in the development and implementation of cooperative relationships with various communities and organizations.
- Familiarity with conservation laws including local, state and federal regulations; habitat restoration programs, including state and federal funding mechanisms.
- Experience with agricultural and natural resource management.

- Bilingual in Spanish.
- Or an equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

### **Working Conditions and Physical Demands**

- The District Manager works primarily in the office, but also participates in field activities as needed; the position involves approximately 80% office and 20% field work.
- Fieldwork requires the ability to walk long distances (1-4 miles) across sloped, uneven terrain, sometimes in inclement weather.
- The position requires the incumbent to carry and use equipment and supplies up to 30 lbs.
- This position also involves periodic travel to meetings and training, some regular evening meetings and occasionally may require overnight stay of more than one day for training or conferences.
- To perform the duties of this position, the Manager must serve as incidental motor vehicle operator during daylight and after dark. Applicant must have a valid driver's license, automobile insurance and a good driving record. Personal vehicle will need to be used with mileage being reimbursed.