



District Manager — JOB DESCRIPTION

SECTION 1. POSITION INFORMATION

- **Working Title:** District Manager
- **Job Status:** Full time (40 hours), exempt
- **Compensation:** \$105,000 - \$155,000 annually
- **Work Location:** District office, Portland, OR; hybrid options available
- **Eligible for Overtime Pay:** No
- **Benefits:** Please see our [employee benefits summary](#) for details

SECTION 2. POSITION DESCRIPTION

The District Manager is passionate about natural resource conservation, agriculture, urban and rural land use, and our environment, and has the skills to inspire, motivate, and align the staff and board toward common goals and strategies in fulfillment of the District's mission. The District Manager is responsible for representation of the District, conservation program and work plan development, organizational, personnel, and fiscal management, and board development and support. The District Manager reports to the seven-member West Multnomah SWCD Board of Directors.

SECTION 3. DESCRIPTION OF DUTIES

1. REPRESENTATION OF THE DISTRICT (10%)

- Represent and promote the work of the District to the public and partner organizations
- Coordinate with staff and board members to ensure that the District's relationships with partners and community organizations are maintained and that the District is represented in important and relevant collaborations
- Initiate and take the lead on key or strategic initiatives with outside organizations on issues such as climate change, wildfire risk management, and protection of rare and declining habitats
- As needed and appropriate, serve as the primary contact with members of the press and the public

2. ORGANIZATIONAL DEVELOPMENT AND MANAGEMENT (40%)

- Work with the board, staff, and outside partners, as appropriate, to develop, update, and maintain accountability for implementation of the District's Long Range Business Plan, annual work plans, SMART (specific, measurable, achievable, realistic, and timely) goals, and performance measures
- Lead special projects and strategic initiatives consistent with the District's Long Range Business Plan
- Work with staff to identify ways to strengthen existing partnerships and create new partnerships to implement conservation practices and fulfill the District's mission
- Work with staff to propose and formulate policy and other solutions to address local conservation challenges
- Work with staff to pursue grants and provide letters of support for partner initiatives that match identified strategic directions
- Ensure the District meets all local, state, and federal personnel and safety laws and all other legal obligations

- Develop, maintain, and ensure adherence to policies that ensure appropriate risk management, transparency, and responsiveness to the public
- Guide the themes and development of District events (including annual meeting), reports, and newsletters prepared by Communications & Outreach Manager
- Ensure that funder reporting requirements are met; assist staff (if needed) with completing program reports
- Lead the District on diversity, equity, and inclusion current practices and ongoing initiatives
- Identify ways to strengthen organizational capacity and effectiveness
- Have a proactive approach and take initiative on tasks
- Work with external legal counsel and other advisors as needed related to District operations and external projects
- Other tasks as directed by the Board of Directors

3. PERSONNEL MANAGEMENT (30%)

- Supervise, manage, and motivate staff members
- Keep staff informed, give timely and specific feedback regarding job performance (including annual performance reviews), ensure training needs are met, and hold self and staff accountable
- Oversee recruitment, selection, and orientation of new staff, with implementation by or support from other staff
- Make discipline and termination decisions; terminations require approval by the Personnel Committee (an ad hoc Board of Directors committee).
- Oversee benefits administration, with implementation by or support from administrative staff
- Maintain job descriptions and personnel files for direct reports, with support from other staff
- Recommend/approve updates to personnel policies and procedures
- Oversee completion of the District's annual report and annual work plan
- Oversee monthly staff reporting to the board on relevant topics responsive to the board's information needs
- Promote work-life balance, including paid-time-off, flexible schedules, and work from home + office/field
- Maintain a safe, positive, and collaborative work environment; foster a culture of mutual respect and support

4. FISCAL MANAGEMENT (10%)

- Oversee development of annual budgets for District operations in collaboration with the staff and Board Treasurer
- Work with program managers and staff to ensure that the budget is consistent with board direction and identified strategic priorities
- Serve as a signer on checks and contracts as authorized by the Board of Directors
- Approve expenses incurred by direct reports
- Ensure fiscal controls are operating properly and that state contracting laws are followed
- Identify opportunities to leverage and conserve District financial resources
- Work with staff to ensure that the District is fiscally responsible and fully accountable

5. BOARD DEVELOPMENT AND SUPPORT (10%)

- Provide support, information, and recommendations to the Board of Directors, including providing non-partisan information to the board for their development of letters of support for legislation
- Provide orientation for new directors and associate directors
- Assist the board in determining which tasks or projects are best done by board members and which are better assigned to staff
- Identify board development and training opportunities
- Draft board agendas in collaboration with the Chair and staff
- Ensure board meetings are conducted in compliance with public meeting laws
- Track and implement board decisions
- Co-coordinate board diversification and succession planning with the Board of Directors
- Serve as a liaison between advisory committees and the Board of Directors

SECTION 4: QUALIFICATIONS

Required Qualifications

- Bachelor's degree or equivalent transferable skills in public administration, non-profit management, environmental policy and management, business administration, or related discipline. Transferable skills are any skills gained through education, work experience (including the military) or life experiences that are relevant for this position.
- Skills in budget development, preparation, and maintenance.
- Seven years minimum experience in:
 - program SMART goal development, implementation, and achievement, and
 - organizational, financial, and personnel management, including direct supervision of staff.
- Demonstrated ability to:
 - interpret and implement statutes, regulations, policies, and laws relevant to the District (a property tax supported special district subject to public contracting laws, public meeting laws, local budget law, annual audits, regulatory reporting, etc.),
 - make decisions with sound judgment, maturity, and integrity,
 - exercise leadership, critical thinking, interpersonal and communication skills,
 - effectively use MS Office Suite (Word, Excel, etc.) and access online all relevant resources,
 - work with diverse groups and individuals to continue to build upon diversity and equity initiatives and practices within the organization,
 - supervise with respect and support to create a workplace where staff thrive and love to work, and
 - communicate effectively, including making public presentations (e.g., to the legislature, at conferences and public meetings, etc.).
- Must be proficient in English (oral and written) for effective communication with board members, staff, partners, and the public.
- Must be committed to the District's work on diversity, equity, and inclusion, including utilizing tools such as an equity lens in decision making

Preferred Qualifications

- Familiarity and experience with the mission and work of soil and water conservation districts and other natural resource agencies and organizations.
- Skills in developing strategic partnerships and managing complex projects to address working lands conservation, clean water, healthy soil, diverse habitat, and rural and urban conservation issues.
- Knowledge of conservation-related grant opportunities, partnerships, and policy incentives.
- Knowledge of Oregon Revised Statutes (ORS) 568.210 – 568.890, Oregon Department of Agriculture Guidelines for SWCDs, Oregon public meetings law, Oregon public contracting law, and Oregon local budget law.
- Ability to inspire others to care about and participate in natural resource conservation.
- Experience building organizational capacity and board development.
- Knowledge of human resources issues, including state and federal employment-related mandates.

Other requirements

To perform the duties of this position, the District Manager must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark, including inclement weather. A valid driver's license is required. Mileage will be reimbursed if the District Manager uses their personal vehicle for District business. The position requires travel throughout the Portland metropolitan area and occasional travel throughout the region or beyond for training and meetings. See also the "Physical Demands and Work Environment" section of this job description.

Guidelines

Performance of assigned duties is completed in accordance with established procedures. Procedures that cover the assigned work include District annual work plans, District policies and procedures, Oregon Revised Statutes (ORS) 568.210 – 568.890, Oregon Department of Agriculture Guidelines for SWCDs, Oregon public meetings law, Oregon public contracting law, and Oregon local budget law.

Complexity

The District Manager must work as an integral member of the District staff by coordinating and sharing information and resources with administrative and program staff and with board members as needed to accomplish the objectives that have been identified.

The District Manager may be faced with complications, such as: conflicting guidelines and policies among federal, state, and local governing bodies; incompatible objectives among various user groups or even among internal programs and priorities; and demands for services or conservation actions that exceed District capacity and available resources.

The District Manager must be versatile and skillful in responding to new and changing environmental conditions, regulatory requirements, and modifications to previously agreed-upon plans and conclusions.

The District Manager must be willing and able to work with an elected Board of Directors who have a variety of perspectives.

SECTION 5. SUPERVISION

The District Manager reports to the seven-member West Multnomah SWCD Board of Directors. The Board Chair is the direct supervisor for the District Manager position. Regular contact is expected with the Chair and the Treasurer. Directors are elected to a four-year term.

SECTION 6. PHYSICAL DEMANDS AND WORK ENVIRONMENT

The District Manager will have an assigned desk, telephone, and computer at the District office. The District has a telework policy that allows employees to work from home part-time, as determined on an individual basis. The District office is the primary workstation for this position, and is a smoke-free, drug-free, and scent-free environment. The position involves extensive computer and telephone work. It also involves travel to offices of partner organizations and agencies.

Attendance at evening meetings is required. Occasional attendance at weekend events may be required. Occasional overnight travel to attend conferences and training may be required.