



Grant Soil and Water Conservation District
721 S. Canyon Blvd. - John Day, OR 97845 - Phone (541) 575-0135

JOB ANNOUNCEMENT

Position: District Manager

Solicitation:

The Grant Soil and Water Conservation District (District) is seeking applicants to fill the position of District Manager, located in John Day, Oregon. This full-time position provides managerial, administrative, supervisory, educational, and technical support, on behalf of the District Board of Directors, in carrying out the day to day business operations of the District and successful implementation of sponsored conservation activities.

Announcement Materials:

- Position Announcement (This Sheet)
- Position Description (4 pages)
- Employment Application (5 pages)

Application Process:

Submit all specified application materials to the Grant Soil and Water Conservation District at 721 S. Canyon Blvd., John Day, OR 97845. For additional information contact Jason Kehrberg, District Manager, 541-575-0135 ext. 110, or jkehrberg@ortelco.net.

Applicants will be contacted to participate in interviews. Notice of application results will be issued to all applicants by mail. Section of a successfu

Application Deadline: 3:00 PM, PST, May 24, 2019

Application Evaluation Process: Review of applications will commence 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 and driving record review.

Application Submission Requirements:

Please remit the following application materials.

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. Refer to item six within the employment application form.
2. Fully complete and signed employment application form, including applicable attachments. Resumes will not be accepted alone, but may be included with the application materials. Transcripts or other associated materials may be submitted with the employment application form.

Application materials may be emailed in PDF format with scanned signatures to jkehrberg@ortelco.net or mailed or hand delivered to:

Grant Soil and Water Conservation District
Attn: District Manager
721 S. Canyon Blvd.
John Day, OR 97845
Telephone: (541) 575-0135 Ext. 110

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



Grant Soil and Water Conservation District
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Grant Soil and Water Conservation District is committed to sustainable conservation through leadership, education, planning and implementation of environmentally sound projects to ensure the long term productivity and responsible management of Grant County's natural resources.

Job Description: District Manager

Reports to: Board of Directors of the Grant Soil and Water Conservation District

Employment Status: At Will Employee, Full-Time (40 hour per week)

FLSA Status: Non-exempt

Location: John Day, Oregon

Annual Salary Range: \$60,000 - \$70,000 DOE

Benefits: In lieu of health benefits package will be provided at a rate of 25% of the employee base salary. A Simple IRA match contribution can be selected, limited to 3% of the employee's annual salary. Sick leave will be accumulated at a rate of 8 hours per month and vacation leave will be accumulated at an initial rate of 13 hours per month. All Federal Holidays observed and paid. Reimbursement of expenses (tuition, travel, and time) for accumulation of continuing education credits and trainings in support of maintaining job-related credentials and licenses, or skills development.

Background:

Oregon Soil and Water Conservation District Laws (ORS 568.808 to 568.900 and 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 Grant Soil and Water Conservation District (District) seeks funding and hires appropriate staff to effectuate the applicable policies of the Oregon Legislature.

The Grant Soil and Water Conservation District (District) is a non-regulatory unit of local government that works on a voluntary basis with landowners and managers, along with a network of natural resource agencies and conservation sponsors, to successfully implement conservation programs and projects. 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. Over the past five years, District annual revenues and expenses have ranged between \$1.5 and \$2.5 million, supporting a current staff capacity of five full-time, one part-time, and two seasonal employees.

Position Summary:

The District Manager position provides managerial, administrative, supervisory, educational, and technical support, on behalf of the District Board of Directors (Board), in carrying out the District's business and programs in conformance with this job description, District Policy, and governing laws.

This leadership position requires skills in program and project development and administration, communications, financial management, and personnel supervision. The position holder must be a self-starter and possess technical knowledge and/or experience in farming and ranching industries, along with related conservation practices.

Supervision Received:

The District Manager is supervised by the Board or individual member by delegated authority. The District Manager reports fiscal activities and work accomplishments monthly at regular meetings or at the discretion of the Board, along with preparing annual and long term plans and reporting associated achievements.

Specific Licensing and Physical Requirements:

- Possesses a valid State of Oregon Driver's License and good driving record.
- Requires a combination of office and fieldwork. Office work involves regular use of computers and prolonged sitting or standing at meetings. Field work requires walking over rough or uneven terrain, sometimes in inclement weather, and carrying objects such as measuring tools and supplies.
- Involves periodic travel to early morning, daytime and evening meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the District.

Qualifications:

- Work experience and/or post-secondary education related to agricultural science, natural resource management, or a related field which provides the applicant with the desired skills, knowledge, and ability required to perform the job.
- Knowledge of production ranching and farming, and related conservation practices.
- Excellent verbal and written communication skills, including demonstrated ability to work effectively with diverse stakeholders and within large partnership networks, along with the facilitation of conflict resolution.
- Experience with Microsoft Office Software.
- Ability to interpret and apply technical and scientific information.
- Ability to prioritize work efforts, delegate tasks, and efficiently manage time independently to achieve performance targets within time and/or budget limits.
- Highly productive, self-starter, with desire to make long term contribution to District.

Preferences:

- Familiarity and experience with Soil and Water Conservation District operations and related governance.
- Previous experience in conservation project design, management, and construction inspection.
- Public contracting experience.
- Supervisory experience.
- Grant writing experience with demonstrated success in grant procurement and implementation.

Duties/Responsibilities:

- **Financial Management**
 1. Oversees the financial affairs of the District; approves all appropriations, expenditures, and transfers of District funds.
 2. Prepares project and annual program budgets.

3. Prepares financial reports and records to keep the Board of Directors apprised of financial matters and informed regarding the performance of an annual audit.
 4. Ensures compliance with relevant laws, rules, and policies pertaining to management of the District's Finances.
 5. Prepares, reviews, and negotiates contracts, leases, insurance policies, grant and contract agreements associated with District Operations, in accordance with state and federal laws and governing terms, including performance monitoring.
 6. Actively pursues, acquires, and retains financial resources to support District Operations.
- **Personnel Management**
 1. Directly supervises, monitors, and evaluates District Staff for performance or delegates supervisory roles to others.
 2. Makes recommendations to the Board related to staff capacity, position descriptions, and compensation.
 3. Addresses instances of staff conflict, concerns, and performance issues.
 4. Annually evaluates staff performance and facilitates staff training opportunities to support job skill development or maintenance.
 5. Sustains a positive and productive work environment for staff.
 - **Program Planning**
 1. Prepares, reviews, and updates strategic, annual, and long-range work plans, in consultation with the Board.
 2. Acts as the primary liaison and representative for the District in all business matters.
 3. Discovers and formulates conservation opportunities to enhance and sustain District services and program reach.
 - **Education and Outreach**
 1. Organize and conduct outreach or informational activities to raise public awareness about natural resource concerns and District services and sponsored activities.
 2. Prepare and deliver effective presentations to agencies and the public.
 3. Edit, oversee, and approve content of Districts correspondences, outreach materials, and website.
 4. Network with associated program partners to optimize awareness of opportunities to support District operations and effectiveness.
 - **Conservation Project Management and Implementation**
 1. Provide lead oversight to all District Conservation Projects and Programs to be implemented.
 2. Assesses and performs risk management measures to protect the District from loss.
 3. Prepares grant or agreement proposals as necessary to obtain financial support.
 4. Ensure the observation of applicable permit and consultation requirements.
 5. Prepares and administers public contracting processes to secure the acquisition of services and materials in compliance with governing regulations.
 6. Provides conservation technical assistance to land users on demand as time and expertise allows.

NOTE: The above listed duties are intended to illustrate the various types of work to be performed by the District Manager. Omission of a specific statement of duty does not exclude them from the Position's responsibility. The District Manager will perform other duties as assigned by the Board in support of District operations.

Work Schedule and Conditions:

District business hours run Monday through Friday, 8 hours per day, 40 hours per week. District Manager must have the capability to be flexible with work hours during peak times of field activity and be available to travel to and attend meetings and events throughout District.

Work Location Description:

The District Office is located in John Day, Oregon in central Grant County. This rural eastern Oregon community sits alongside the John Day River and is the largest city in the County with a population of 1,669, supporting basic municipal services. The District's service area encompasses 4,031 square miles or 89% of the County, distributed between 40% private and 60% government land ownership. The John Day River is one of the longest undammed river systems in the United States and its spring chinook salmon and summer steelhead populations are two of the last remaining intact wild populations of anadromous fish in the Columbia River Basin. The region holds abundant outdoor recreation opportunities including hunting, fishing, hiking, and camping, along with a rich mining, logging, and agricultural history. Primary industries including agriculture, forestry, healthcare & social assistance, and public administration. Applicants should be prepared to live and work in a rural location without some of the amenities of more urban settings.

Grant Soil and Water Conservation District is an equal opportunity provider and employer.

**GRANT SOIL AND WATER CONSERVATION DISTRICT
EMPLOYMENT APPLICATION FORM**

POSITION: DISTRICT MANAGER

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

1. APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: () _____ EMAIL: _____

Date applicant would be available for employment: _____

Are you employed right now? () YES () NO

If yes, provide employer contact information:

Name: _____

Address: _____

Phone: _____

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

If no, please explain.

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: _____

2. EDUCATION:

	HIGH	COLLEGE	GRADUATE SCHOOL
School Name(s):	_____	_____	_____
Circle Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4
Graduated? Yes/No	_____	_____	_____

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

3. 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.	_____	_____	_____	_____

4. EMPLOYMENT EXPERIENCE:

Starting with your most recent job, list your last three employers in sequence and describe your associated work experience. List each job separately, including paid, unpaid, and/or military experience. Do not omit any job.

A. Employer: _____ Address: _____

Employed from: _____ to _____
(Month/Year) (Month/Year)

Supervisor's Name and Contact Number: _____

Duties Performed: _____

Reason for leaving: _____

B. Employer: _____ Address: _____

Employed from: _____ to _____
(Month/Year) (Month/Year)

Supervisor's Name and Contact Number: _____

Duties Performed: _____

Reason for leaving: _____

C. Employer: _____ Address: _____

Employed from: _____ to _____
(Month/Year) (Month/Year)

Supervisor's Name and Contact Number: _____

Duties Performed: _____

Reason for leaving: _____

6. SPECIAL SKILLS, QUALIFICATIONS, AND CONSIDERATIONS:

ATTACH A COVER LETTER, NOT TO EXCEED TWO PAGES IN LENGTH, EXPLAINING YOUR SKILLS, QUALIFICATIONS, AND EXPERIENCE RELEVANT TO SUPPORTING YOUR ABILITIES TO PERFORM THE JOB DUTIES OF THE APPLIED POSITION.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify all answers and statements I have made on this application or other supplementary materials are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed.

I hereby authorize the Grant Soil and Water Conservation District to obtain information from my former employers and others in determining my qualifications and suitability of employment and release the Grant Soil and Water Conservation District from any liability that may result from obtaining such information.

I will be responsible for familiarizing myself with all rules and regulations of the employer as they presently exist or are later modified. I recognize my employment can be terminated, at the discretion of the Grant Soil and Water Conservation District, or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement signed by the Grant Soil and Water Conservation District Manager.

I also understand that no representative of the Grant Soil and Water Conservation District has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current individual written agreement signed by the District Manager or Board of Directors of the Grant Soil and Water Conservation District.

I further acknowledge and authorize, if I am offered employment with the Grant Soil and Water Conservation District, the offer will be contingent upon the outcome of a completed criminal background and driving record review, performed by the Grant Soil and Water Conservation District.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE ABOVE.

BY: _____
Signature of Applicant Date