Whidbey Island Conservation District
JOB ANNOUNCEMENT

DISTRICT MANAGER

The Whidbey Island Conservation District (WICD) is seeking a District Manager (DM) with a commitment to land stewardship and resource conservation on private lands. This position is a full-time leadership role responsible for overall management of the district's work and staff. The WICD office is located in Coupeville, the county seat of Island County on Whidbey Island in Washington State.

About Us:

The Whidbey Island Conservation District (WICD) is an important part of the fabric of life on the island and works to inspire voluntary conservation practices and assist in the management of natural resources on and around our island through education, outreach, and technical and financial assistance - for the benefit of present and future generations.

Our employees are recognized for their ability to assist Whidbey Island's residents with a high level of expertise, professionalism, and customer service. The District is a legal subdivision of the Washington State government organized under "Conservation District Law", RCW Chapter 89.08. We are non-regulatory, which means that the public's engagement with the District is voluntary and incentive-based. The work is funded through a combination of core Rates and Charges funding and grants. The District is an Equal Opportunity Employer.

NATURE OF WORK:

The District Manager is a full-time, exempt, salaried, position. The DM reports directly to the Board of Supervisors and is responsible for managing the overall District operation, leading staff, coordinating with the Board, and representing the District in the broader community. This position has significant public exposure and the person filling it will become an integral part of the community in support of natural resource stewardship. The Individual must be able to work productively with a diverse community of landowners, land managers and partners including but not limited to farmers, forest managers, community organizations, tribes, and government agencies. Outreach, as well as building and maintaining trusted relationships are a fundamental part of this position.

Job Duties and Responsibilities

Manage District operations

The District Manager is responsible for overall Implementation of the District's annual and long-range plan and budget. This includes:

- Oversight of day-to-day administration and operation of the District in accordance with laws and obligations for a conservation district under Revised Code of Washington Chapter 89.08.
- Fiscal management of the district including developing and implementing budgets in accordance with Annual Plan of Work; oversight of accounting, auditing, billing, grant vouchering, payroll requirements and tax filing.
- Secure funding from a variety of local, state, federal and non-government organizations to support district operations.
- Develop, with staff and project funders input, scopes of work, agreements, contracts, project budgets, and reporting formats.

- Oversight and tracking of work plan progress, financial status, due dates, and deliverables.
- Monitor systems and practices and make timely changes to improve overall work and to operationalize equity and inclusion.
- Serve as the District contracting officer, overseeing grants and contracts, and ensuring that all aspects of contracting are done in accordance with statutory requirements and the District's adopted public contracting rules.
- Manage District-owned real property, equipment, and supplies.

Lead staff to accomplish the District's mission, goals, and objectives

Responsible for all aspects of people management, including hiring, training, and retaining staff in accordance with District policies.

- Lead and support a highly qualified, mission-driven staff. Provide day to day oversight and coaching, assist with planning and problem solving and seek opportunities for ongoing staff development.
- Make and communicate decisions in the best interest of the District.
- Set goals motivate others to take action and meet them. Delegate skillfully and hold the team accountable.
- Clearly define staff job descriptions and establish performance goals. Ensure personnel policies, and job descriptions up to date. Provide performance feedback to staff both informally and through formal annual evaluations, consistent with annual work plan goals and objectives.
- Address and resolve staff conflicts, concerns, and issues as needed to ensure a productive workplace.
- Maintain a collaborative collegial workplace with shared vision and goals.
- Apply best practices in equitable management. Translate equity and inclusion into plans for staff development, retention, strategy, and improving culture. Facilitate a non-discriminatory, positive, productive, and safe working environment.

Coordinate with the Board of Supervisors

Facilitate work with the WICD five-member volunteer Board of Supervisors, including coordination of monthly meetings, training, and state meetings. Assist board in providing oversight of district operations.

- Assist the Board of Supervisors in development of the District's mission, goals, and objectives.
- Coordinate with the Board of Supervisors and staff to develop District Budget and Annual and Long-Range Plans of Work following protocols from the Washington State Conservation Commission.
- Work with the Board of Supervisors to solicit and receive input from agencies, the public, staff, elected officials, and other stakeholders to inform Board decisions.
- Develop monthly Board meeting agendas in coordination with Chair of Board of Supervisors.
- Assist in the orientation and ongoing development opportunities for Supervisors and Associate Supervisors.
- Perform the critical role of bridge between staff and Board.
- Attend to other duties as assigned by the Board of Supervisors.

Represent the District

The District Manager, working closely with the staff and the Board of Supervisors, is responsible for how the District is represented to the public and to partner organizations.

- Professionally represent the District with passion, enthusiasm, and integrity.
- Maintain a respectful and collaborative public relations presence on behalf of the District.
- Coordinate with staff and Board members to ensure that the District's relationships with partners, community organizations, other agencies and the Whidbey Island community are maintained and strengthened and that the District is appropriately represented at relevant meetings and on committees.
- Support staff to establish and maintain strong working relationships with clients, community partners, and general public.
- Meet periodically with County Council members, legislators, Tribal representatives, and other public officials to discuss how the District is accomplishing its goals and objectives.

Qualifications

Required qualifications/skills

- A bachelor's degree (master's degree preferred) in biology, ecology, environmental science, natural resource management, business, business management, business administration, operations management, management science, public administration, or a related discipline, ***and*** five years of comparable management experience within a natural resource organization, agency, or business; ***or*** ten years of comparable management experience within a natural resource organization, agency, or business.
- Demonstrated proficiency managing multiple tasks and priorities to solve problems effectively and in a timely manner, without sacrificing quality.
- Demonstrated proficiency in project and grant management to accomplish goals on schedule within budget. This includes experience with budgeting, financial reporting processes.
- Demonstrated success in hiring, supervising, developing, and retaining staff. This includes skills managing and resolving conflicts in ways that strengthen teams and relationships.
- Experience engaging with public and external organizations to promote program work and to develop and deepen collaborative efforts.
- Excellent listening, oral and written communication skills.
- A demonstrated proficiency using technology and various software programs for correspondence, financial analysis, and project management (including MS Word, Excel, PowerPoint).
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, both in the office and in the field (see *Working Conditions* below).
- Professional demeanor both in the workplace and while representing the District in the field and at job-related functions. This includes ability to work independently; strong work ethic; exceptional integrity; good judgment; maintaining appropriate confidentiality.
- Commitment to continuous personal development and growth.
- Ability to work remotely, as needed.
- Ability to work nights and weekends if necessary, including overnight travel.
- Ability to safely operate a motor vehicle during daylight hours, after dark, and during inclement weather. A valid driver's Washington State driver's license is required.
- Must pass a background check.

Desired Qualifications

- Familiarity with Whidbey Island's natural resources and local forest and agriculture resources and understanding of challenges faced by natural resource land managers.
- A working knowledge of the best available science applied to agricultural production, habitat restoration, water quality monitoring, and stormwater management.
- Basic understanding of WA State Growth Management Act (GMA) and critical areas protection, and other state and Island County policies and regulations that impact conservation practices.
- Knowledge of cost-share, landowner incentive programs including WA State Conservation Commission and USDA Farm Bill programs.
- A working knowledge of USDA Natural Resources Conservation Service technical standards, the NRCS field office technical guide, conservation planning standards and procedures, and the types of conservation practices commonly employed within the District.
- Hands on experience working with the on-the-ground implementation of conservation practices and natural resources management.
- Experience working collaboratively with a Board.
- Knowledge and familiarity with diversity, equity, and inclusion principles.
- Experience with general accounting practices and state auditing requirements.
- Experience facilitating meetings with diverse interest groups.
- Experience with program management, finance, and database software, including QuickBooks and SmartSheets.
- Working knowledge of online marketing platforms and other proven education/ outreach tools.

WORK CONDITIONS:

The District office is the primary location for this position. Work is primarily office based, with some remote work and travel required. Work includes visits to farm and forest sites and some travel for meetings, conferences, workshops, training sessions. Must have personal vehicle for work related transportation.

COMPENSATION AND BENEFITS:

Full-time, $65k - $80k, dependent on qualifications and experience. WICD provides sick and vacation leave; medical, dental, and vision insurance; a Simple IRA; 11 paid holidays per year.

WORK SCHEDULE:

Generally 40 hours per week. Must be willing to work weekends and evenings when needed.

APPLICATION PROCEDURE:

Please submit cover letter, fillable application (available at the WICD website www.whidbeycd.org), and resume to wicd@whidbeycd.org ; subject line: WICD District Manager. Emailed applications are preferred. Three professional references will be required and contacted if applicant is selected for an interview. First screening of applications will be on May 3, 2021. Position will remain open until filled.

Questions should be directed to Board Hiring Committee Chair, Gary Ketcheson at: gary-ketcheson@conservewa.net.

The Whidbey Island Conservation District is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, creed, age, marital status, national origin, sexual preference, disabled and Vietnam-era veteran's status, or the presence of any physical, sensory, or mental disability.