



# Position Description

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## General Manager

*(Full-time, Salaried)*

**Annual salary:** Negotiable depending on qualifications and experience (starting salary is \$84,000)

**Location:** 22055 S. Beavercreek Rd., Beavercreek, Oregon Beavercreek is located in the Portland metro area, six miles southeast of Oregon City.

### Introduction

The Clackamas Soil and Water Conservation District is a special district in the State of Oregon, organized under Oregon Revised Statute chapter 568. We are a local government with no regulatory authority. We work with local landowners and residents who choose to work with us to help conserve natural resources in Clackamas County, Oregon.

The General Manager position is a full-time, at-will position. Because of the managerial duties required, this position is exempt from the overtime provisions of the Fair Labor Standards Act. Position Summary

### Title: General Manager

The General Manager functions as the chief executive officer of the Clackamas Soil and Water Conservation District (District) and has the responsibility of providing overall leadership for personnel, technical and program planning, finances, public outreach, project management, and implementation. The General Manager position is highly complex, requiring familiarity with a wide range of state and federal laws that govern District operations. The General Manager acts on behalf of the Board of Directors and represents the District to public and private partner organizations.

The General 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 by providing technical assistance in planning and implementing conservation practices using voluntary, incentive-based programs. The expected end result is to effectively address natural resource needs in Clackamas County.

### Supervision of the General Manager

Unless otherwise designated, the Chair of the Board of Directors serves as the day-to-day supervisor of the General Manager. Annual performance evaluations of the General Manager are developed and

administered by the Chair of the Board of Directors and the Chair of the Personnel Committee. The District Manager remains in close contact with both chairpersons concerning questions of authority, District involvement and commitment, and other significant intended actions.

The General Manager reports to the Board of Directors regularly at Board meetings, through regular reports, and through meetings of various committees.

The General 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 authorized by the Board of Directors.

## **Supervision by the General Manager**

The General Manager has supervisory authority over all other employees of the District but may delegate supervision of program staff to the District Management Team. 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 General Manager makes recommendations to the Board of Directors regarding promotions, demotions, and wage changes.

## **Job Duties and Responsibilities**

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

This position works both in the District office and in the field. Major duties and responsibilities include:

### **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**

The General Manager is required to be bonded as recommended by the Special Districts Association of Oregon and Special Districts Insurance Services.

- Unless otherwise designated by the Board of Directors, serve as the Budget Officer for the preparation of the annual budget.
- Work with staff to prepare the annual budget in conformity with Oregon Local Budget Law.
- Provide oversight to day-to-day administrative and operations functions.
- Meet regularly with financial staff to review expenditures and departmental budgets, ensuring that expenditures are consistent with the adopted budget and within approved spending limits.
- Every month, review the District's financial reports in preparation for 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 regarding District operations 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 reports the 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 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, Associate Directors, and Directors Emeritus.

## Represent the District

- The General 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 Directors:
  - Risk management
  - District policies
  - 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 interagency agreements in addition to the policies that the Board of Directors has established for operational issues. The General 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 General Manager may delegate authority for maintenance of various records to other District employees or representatives.
- Attend to other duties as assigned by the Board of Directors.

## Qualifications: required

The following minimum qualifications are required for the General Manager:

1. 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 experience managing a natural resource organization, agency, or business; **or** ten years of comparable experience managing a natural resource organization, agency, or business; **and**
2. Demonstrated proficiency managing multiple tasks and priorities to solve problems effectively and in a timely manner; **and**
3. Experience working with the on-the-ground implementation of conservation practices and natural resources management; **and**
4. Demonstrated proficiency in project and personnel management; **and**
5. Excellent oral and written communication skills.; **and**
6. A demonstrated proficiency using computers and office machines for correspondence, data entry, data analysis and management; **and**
7. 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); **and**
8. Professional demeanor both in the workplace and while representing the District in the field and at job-related functions; **and**
9. Ability to work nights and weekends if necessary, including overnight travel; **and**
10. Ability to safely operate a motor vehicle during daylight hours, after dark, and during inclement weather. A valid driver's license issued in the applicant's state of residence is required.

## Working Conditions

- Work hours may be unpredictable and may include some evening and weekend hours.
- Field and office work are required in this position.
  - Fieldwork 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 in the office.

- Frequent travel is required for 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. 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.

## Compensation

### Salary

The minimum salary for the General Manager position is \$84,000 and is based on education, experience, and demonstrated capabilities.

Merit-based wage increases may be awarded after a six-month introductory period.

To account for inflation, wage schedules for all District positions may be adjusted in July of each year using a consumer price index for the Western US.

### Benefits

Eight hours of wellness leave and eight hours of vacation leave are accrued each month from the first full month of employment. Time off for paid vacation becomes available to the employee after six months of employment.

The District provides 90% of the cost of medical, dental, vision, and life insurance premiums for the employee and family.

The District contributes 7.5% of the employee's pay to a 457(b) tax-deferred savings plan and the employee may choose to contribute additional funds, subject to contribution limits placed on such plans by the Internal Revenue Service.

## Nondiscrimination

The Clackamas 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.