



Executive Director

1 FTE, full-time permanent

\$80,000 – \$90,000 DOQ -

and competitive benefit package

Application Deadline: August 2, 2019

The Thurston Conservation District seeks to hire a full-time Executive Director. The Executive Director provides the leadership and vision to implement the mission and values of the District as defined by the Board of Supervisors and coordinates all aspects of the District's work. The successful applicant must have excellent communication and interpersonal skills, which incorporate a collaborative style, in order to manage the organization and advocate and promote sustainable conservation interests in our community. A high level of integrity, honesty, and professionalism are critical core values required in this role.

POSITION DESCRIPTION:

The [Thurston Conservation District](http://www.thurstoncd.com) seeks to hire a full-time Executive Director. The Executive Director provides the leadership and vision to implement the mission and values of the District as defined by the Board of Supervisors and coordinates all aspects of the District's work. Excellent communication and interpersonal skills, which incorporate a collaborative style, are essential for managing the organization and advocating and promoting sustainable conservation interests. A keen awareness of organizational, community and political dynamics will also be necessary in this role. Equally important will be sensitivity and empathy for all stakeholders, both large and small, who have a vested interest in the goals of the District. Solid administration and management skills are necessary to ensure smooth operational continuity within this small, diversified organization. A high level of integrity, honesty, and professionalism are critical core values required in this role.

The ideal candidate will have a strong working knowledge of conservation districts, conservation practices and regional environmental issues, particularly within the Puget Sound area. A strong understanding of budgets, finance, grant procurement and program administration, and experience in sustaining and engaging regional partners are absolute requirements, as well as an ability to oversee day-to-day operations. This position requires a proven track record of successfully working with a Board of Supervisors and other elected and/or appointed officials, in addition to cultivating a team of professionals to excel in program delivery is required. This includes working with the Thurston County Board of County Commissioners and staff. The Executive Director will have a record of previous results demonstrating the ability to adhere to the mission of the District while leading the Thurston Conservation District into the future.

The Executive Director (ED) is the chief executive of Thurston Conservation District (District) acting under the direction of the Board of Supervisors (Board).

ESSENTIAL FUNCTIONS AND KNOWLEDGE, SKILLS, AND ABILITIES:

- Utilize administrative, personal, technical, and analytical skills to act independently in directing District operations.
- Seek and secure funding, consistent with annual and strategic plans, from both public and private sources.
- Meet deadlines and attend meetings.
- Provide timely, complete, and accurate information to Board.
- Demonstrate skill in mediation, negotiation, team-building and public relations.

- Demonstrate ability to delegate to, and mentor, other employees.
- Demonstrate effective communication skills (both written and oral), including public speaking.
- Maintain cooperative relationships and partnerships while working with staff, clients, partners, the public, and the Board.
- Demonstrate proficiency with computer programs (including, but not limited to, MS Word, Excel, PowerPoint, Outlook).

PRIMARY RESPONSIBILITIES:

1. Planning, Policy, and Procedures

- Propose District policies or procedures to the Board of Supervisors and implement those procedures and policies upon adoption by the Board of Supervisors
- Coordinate Annual and Strategic Plan updates. Monitor and report progress throughout the year.
- Draft annual plan for Board approval by the established District schedule.
- Work with the Board to prepare a five (5) year strategic plan for Board approval at a time established by the Board.
- Organize and implement staff and resources in alignment with the District budget and annual and strategic plans.
- Continuously seek and research potential new directions, efforts and programs for possible inclusion in District's annual and strategic plan.
- Establish and implement short term plans consistent with the long term plans and policies set by the Board.
- Schedule and propose updates and revisions for District policies, based on the priorities in an update plan, or on case-by-case needs based on urgency (for example, a policy that needs immediate attention due to unforeseen circumstances or a specific situation that needs to be dealt with quickly).

2. Financial

- Control internal operations and budgeted activities and keeps Board apprised of the District's financial status and emerging issues. In absence of financial staff, ED is able to fulfill that function.
- Prepare annual budget, consistent with annual plan, for the Board's review and adoption at least once per year, or as they direct.
- Seek, research, write and apply for grants and contracts (public and private) for existing and potential programs.
- Design and implements appropriate procedures to maintain control over all fiscal matters of the District.
- Implement the Collective Bargaining Agreement (CBA) as representative of management.
- In the absence of a CBA, sets salary levels (in consultation with and upon approval by the Board), determine merit/step pay changes, and implements these decisions in an orderly manner consistent with maintaining employee morale and retaining competent staff to conduct District operations.
- Consistent with the CBA and with Board input, set benefit levels and select benefits providers and systems that are consistent with maintaining employee morale and retaining competent staff to conduct District operations.
- Hire consultants, including legal advisors, financial advisors, public relations advisors, engineers, and other professional advisors as approved by the Board, subject to appropriate procurement procedures.

- Negotiate and oversee implementation of contracts with funding agencies and partners. Keep Board updated regularly on the status of grants.

3. Representation/Coordination/Outreach with clients, partners and others

- Represent District at meetings and other events with local, state, Tribal, federal and private and professional organizations. Supports District and Washington Association of Conservation Districts' legislative efforts. Coordinate events for Legislative Day and Conservation tour(s).
- Issue official District statements for the media and public, in consultation with the Board.
- Participate as appropriate in the Washington Association of District Employees (WADE).
- Coordinate requests for services from individuals, governmental agencies and other entities using agreements and Memoranda of Understanding.
- Coordinate and communicates with Thurston County staff and Commissioner in anticipation of or as part of inter-agency agreements.
- In collaboration with Outreach & Education staff, implement targeted outreach using print, meetings, webpage, and social media, as warranted, and consistent with annual and strategic plans.

4. Management/Supervision/Personnel

- Provide staff direction, motivation, and mentoring via frequent interactions, communications and staff meetings.
- Recommend a staffing plan and salary schedule to the Board in the proposed annual plan or as needed.
- Hire, promote, or retain employees as needed to meet the approved staffing level.
- Conduct annual performance reviews of employees.
- Ensure employees receive appropriate training, counseling, and other tools needed to carry out the mission of the District and maintain consistency with laws and regulations, and professional certifications required of their position.
- Coordinate all disciplinary measures as needed, following management principles and requirements of the CBA.
- In consultation with the Board, assign employees to positions of responsibility based on District needs.
- Design, implement, change, or suspend routine management practices as needed.
- Design and implement procedures for public meetings to ensure compliance with all laws, rules, and regulations.
- Serve as the management representative in negotiating and implementing any Collective Bargaining Agreement (CBA).

5. Board Coordination

- Provide timely advice to the Board on challenges and opportunities.
- Provide regular activity updates for the Board, at monthly meetings or as needed.
- Provide oversight to the Board of Supervisors Annual Election, in compliance with State laws and regulations, Washington State Conservation Commission guidance, and District policies and resolutions.
- Solicit Board members to participate with groups for various events during the year, as appropriate to advance the District's mission and annual/strategic plans.

This general outline of job duties and responsibilities is not intended to be comprehensive in nature. The Executive Director is responsible for implementing these responsibilities with the oversight and concurrence of the Board. The ED is authorized to act independently with professional judgment in response to urgent emerging situations, particularly when direction from the Board is not possible because of severe time constraints, and will report to the Board promptly regarding these situations.

REQUIRED QUALIFICATIONS:

1. A minimum of a bachelor’s degree in public administration, business administration, communications, agriculture, natural resources, or closely allied field; and
2. At least three (3) years of supervisory and program management experience.

Experience as the chief executive officer of a natural resources management organization may be substituted year-for-year for the education requirement.

Eligibility for this position is contingent upon meeting the minimum requirements and the individual’s demonstrated ability to perform the essential functions with or without reasonable accommodations.

DESIRABLE QUALIFICATIONS:

1. Experience working in a Soil and Water Conservation District or equivalent entity.
2. Demonstrated ability to successfully manage multiple, diverse, potentially controversial issues.
3. A proven commitment to support agriculture, natural resource conservation, land stewardship, and public service.
4. Demonstrated skills in clear, concise and timely communication, both written and verbal.
5. Demonstrated skills in building relationships and teams.

WORKING CONDITIONS:

Working conditions may include office and outdoor environments, occasional travel to a variety of locations to conduct work and may include exposure to typical hazards encountered at such work sites. Applicant must be able to use office equipment and computer software. This is a full-time position consisting of 40 hours/week. Position will require some work on weekends or after regularly scheduled work hours.

COMPENSATION AND BENEFITS:

\$80,000 - \$90,000 DOQ

The Thurston Conservation District observes eleven (11) paid holidays (including one personal holiday). Employees also accrue sick and vacation leave. Thurston CD employees participate in [Public Employees Retirement System \(PERS\)](#). Staff also has access to an additional voluntary retirement savings programs within the State of Washington’s Department of Retirement Systems – [Deferred Compensation Program \(DCP\)](#). The district offers medical, dental, vision and life insurance coverage at no cost to full time employees. Additional voluntary supplemental insurance opportunities are also available. Regular professional development opportunities are strongly encouraged and supported.

TO APPLY:

Applications are due by 4:30pm on Friday, August 2, 2019.

Please submit:

1. Resume- no more than three (3) pages
2. Cover letter-no more than two (2) pages
3. Three (3) professional references

Be sure to describe your interest and unique qualifications for the position and the skills that you would bring to the Executive Director position. Your cover letter is not to exceed two pages. Letters of recommendation may be included. Applications will be evaluated and ranked immediately; Initial interviews will be held in mid-August

Thurston Conservation District is an Equal Opportunity Employer. Please let us know if you need any accommodation to participate in the application process.

Send electronically (*please no paper copies*) to: ***job-applications@thurstoncd.com***

Please include: **Executive Director – YOUR NAME** in the subject line.

We sincerely thank you for your interest in joining the work we do at Thurston Conservation District!