



Executive Director Job Announcement

Jackson Soil and Water Conservation District (JSWCD) is now accepting applications for our Executive Director position. JSWCD is an equal opportunity employer.

Overview of the Position

The Executive Director oversees all District business and is charged with leading actions that provide natural resource conservation for Jackson County residents and organizations, both public and private. This position acts on behalf of the JSWCD Board and is supervised by the Board Chair.

The Executive Director has supervisory authority over all District staff. Staff includes a Business Manager, Office Assistant, Outreach Coordinator, Monitoring Coordinator, Soil and Water Conservation Engineer, and three Resource Conservationists.

This position is exempt, at-will, and full-time and performs a combination of office and field work. Periodic travel to meetings, field tours, conferences, and landowner properties throughout the county and state, as well as outside of the state, is required.

Minimum Qualifications:

- Master's degree from an accredited university with major coursework related to natural resources management or business administration plus three years of related work experience or a bachelor's degree from an accredited university with major coursework related to natural resources management or business administration plus five years of related work experience.
- Valid Oregon driver's license.

Please visit our website www.jswcd.org/ to view a complete job description.

Compensation and Benefits

The Executive Director position has a starting annual salary between \$79,363 and \$103,176 depending on qualifications, with a potential salary up to \$122,683. The District has a performance award program which may provide additional compensation to recognize high achievement.

Other benefits include 7 hours per month of vacation in the first year (increasing in later years) and 8 hours of accumulated sick leave per month. The Executive Director also receives a health insurance stipend of \$1,100 per month. For retirement, the District has a 457B program and contributes 3% of salary and will match employee contributions up to 7% of salary.

About Jackson Soil and Water Conservation District

JSWCD is a special District serving the residents of Jackson County and is governed by a Board of seven elected directors. The mission is to conserve, protect, and enhance natural resources for the economic, environmental, and quality of life benefits for the residents of Jackson County.

JSWCD was formed in 1966 and was a relatively small enterprise with one primary staff member until the residents of Jackson County supported a ballot measure in 2006 to provide regular funding to the District. This funding allowed the District to significantly increase its capacity. Other sources of funding include capacity grants from the Oregon Watershed Enhancement Board passed through the Oregon Department of Agriculture and various other grants to support specific projects and programs.

JSWCD partners with local, state, and federal organizations and agencies to achieve natural resource conservation.

Application

Cascade Employers Association is assisting with this recruitment. Applications must be received by December 15, 2022.

To apply, please provide the following:

- Updated resume.
- Cover letter expressing interest in the job and any key considerations that are not included in the resume. If you are interested in preference points for veterans, please include a statement that you are a veteran or a disabled veteran.

Finalists for the position will be required to submit references and may be required to submit proof of veteran status (if applicable) and proof of education.

Please submit applications by email to recruitment@cascadeemployers.com and use JSWCD Executive Director in the subject line.

Inquiries

Contact Trudy Hylemon, Sr. HR Consultant at Cascade Employers Association at 503-585-4320 or by email at: recruitment@cascadeemployers.com.