



## Job Description

Title: Executive Director  
District Classification: Executive  
Exempt/Nonexempt: Exempt  
Reports to: Board Of Directors  
Pay Grade: 12 - 13  
Developed: September 22, 2022

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

### General Position Summary

This position is a full-time, at will, position that acts on behalf of the Jackson Soil and Water Conservation District (JSWCD) Board and is supervised by the Board Chair on behalf of the Board of Directors

### Job Scope

The Executive Director executes the Districts vision and mission. The position oversees the Districts business and culture and is charged with leading actions that provide natural resource stewardship for Jackson County residents and organizations, public and private.

### Essential Functions

This position:

- Serves as the point of contact between staff and the Board of Directors,
- Assists the Board of Directors in establishing high level direction and policy,
- Makes sure that the business of the District is executed in a timely and efficient and effective manner by using appropriate monitoring and business practices,
- Identifies natural resource priorities and address them through strategic and biennial work plans to set direction and staff workload
- Develops District policies,
- Ensures compliance with legal and regulatory requirements,
- Identifies and acts on potential risks and opportunities for the District,
- Supervises staff as outlined below,
- Oversees District budgeting, financing, and accounting,
- Approves grant proposals, funding agreements, and contracts,
- Promotes a positive organizational culture of collaboration and teamwork,
- Insures transparency of all District operations,
- Develops partnerships with district stakeholders, industry regulators, and other entities,
- Works on regional and statewide committees that further the mission of the District, and
- Represents the District in public forums in ways that strengthen the brand and communicate the District's message.

### Supervisory Responsibility

This position has supervisory authority over all District staff, including hiring professional staff, completing performance appraisals, training and development, and taking any needed disciplinary

actions up to and including firing. This position is responsible to ensure adherence to District personnel policies.

### **Interpersonal Contacts**

The Executive Director develops and maintains high level relationships with federal, state, and local organizations and agencies to enhance partnerships that benefit the natural resource stewardship opportunities of all Jackson County residents. This position maintains effective working relationships with the District's Board, staff and partners.

### **Specific Job Skills (including but not limited to)**

The person in this position should be:

- Knowledgeable of SWCDs, watershed councils, and state and federal organizations pertaining to management of Oregon's natural resources,
- Highly productive, self-starter, with a desire to make a positive long-term impact,
- Well-developed in writing, budget, and funding skills,
- Effective in facilitating and dealing with conflicts, and
- Effective in marketing, customer service, public speaking, and media relations.

### **Minimum Requirements**

This person in this position must have:

#### *Education and Experience*

Master's Degree from an accredited university with major course work related to natural resources management or business administration plus three years of related work experience,

or

Bachelor's degree from an accredited university with major course work related to natural resources management or business administration plus five years of related work experience.

#### *Driver's License*

Must serve as incidental motor vehicle operator with a valid Oregon Motor vehicle license. (If current license is out-of-state, must obtain an Oregon license within 30 days of hire).

### **Desirable Experience**

The person in this position should have experience, skills, and abilities in performing work consistent with the Essential Functions and other elements of this job description.

### **Job Requirements**

The person in this position is expected to:

- Perform 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 monitoring tools and supplies.
- Periodically travel to meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the county and state, as well as outside of the state, as needed.

Jackson SWCD prohibits discrimination in its programs based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.