



JOB ANNOUNCEMENT

Community Conservation Department Manager

Terms: Regular, full-time, overtime exempt position (40hrs/week), with benefits

Hiring Salary Range: \$78,000 - \$88,000 annually

Job Classification and Range: Department Manager, Range 14

Priority deadline: Initial review of applications will begin Monday, June 5th. Applications accepted until the position is filled.

Position Summary

The Community Conservation Department Manager will provide departmental and administrative oversight, project management, and staff supervision for the Snohomish Conservation District's Community Conservation Department. The Community Conservation Department works with urban and suburban residents throughout Snohomish County to develop and implement conservation actions in their communities. This includes green stormwater infrastructure such as rain gardens and bioswales, urban forestry, community wildfire resiliency, urban agriculture, and backyard wildlife habitat. The Department Manager will provide technical oversight to staff, ensure high quality customer service is maintained, and support partnership building efforts for each of the programmatic elements. This position will report to the Executive Director and work in partnership with the Management Team.

About the Snohomish Conservation District

One of 45 Conservation Districts in the State of Washington, the Snohomish Conservation District is a leader among peers with robust agricultural resilience, habitat restoration, urban stormwater, farm planning, youth education, and community engagement programs. The District works with farmers, city residents, rural and suburban landowners on a collaborative and voluntary basis throughout our service area that includes Snohomish County and Camano Island. We take the mission of the District to heart - "work cooperatively with others to promote and encourage conservation and responsible use of natural resources" - as we implement successful and innovative approaches to getting real work done on-the-ground.

Essential Tasks

These are illustrations of the various types of work performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

- Work with the Community Conservation and Management Teams to develop the strategic vision and priorities of the program.
- Explore new and innovative approaches to natural resource management.
- Supervise a team of specialists and crew members. Develop work and training plans and conduct annual performance evaluations.
- Develop grant proposals for projects and oversee project implementation.
- Develop and manage project and program budgets utilizing internal administrative systems.
- Work with diverse partners, committees, and work groups to advance natural resource priorities.
- Provide technical oversight for project development, prioritization, and implementation.
- Provide high-quality customer service and technical assistance to landowners and residents.

Job Qualifications

Required knowledge, skills, and abilities

- A bachelor's degree in natural resources, urban planning, or related field
- Ability to navigate and fully utilize on-line administrative software
- Proven leadership abilities and five years of professional experience, preferably working in the environmental field
- Experience in project and program management, budgeting, and staff supervision
- Experience managing contracts and consultants
- Excellent communication skills
- Experience writing successful grant proposals
- Experience with green stormwater infrastructure and community-based projects
- Ability to build relationships with the community and agency/organizational partners
- Knowledge and ability in conflict management
- Knowledge of local and regional conservation issues and associated ordinances and regulations, including critical area regulations and stormwater management plans and permits
- Ability to manage multiple priorities and meet deadlines

Preferred additional knowledge, skills, and abilities

- Master's degree in natural resources, urban planning, or related field
- Experience in urban agriculture and urban forestry
- Experience working with underserved communities
- Experience in wildlife habitat restoration
- Proficiency in GIS software
- Experience with Smartsheet

Physical Requirements and Working Conditions

This position includes both office and field work and frequent travel to job sites. Field work comprises approximately 20% of the position. Some of the field work is conducted in a natural environment with rough and sometimes dangerous terrain. This position requires the ability to:

- Work outdoors in all weather conditions and on rough or uneven terrain
- Drive a vehicle when travel is needed. Must hold a valid, unrestricted Washington State driver's license (or have the ability to acquire upon hire).
- Safely operate a motor vehicle, including full-size pick-up and trailer, on both public and private roads during daylight and occasionally after dark.
- Operate hand and power tools.
- Operate a chipper for a wildfire risk reduction program using best safety protocol (or have the ability to gain this skillset while on the job)
- Sit or stand for long periods of time in a standard workday
- Lift, pull, carry, push up to 50lbs
- Bend, twist, squat, climb, kneel/crawl, reach overhead, etc.
- Use finger dexterity and fine manipulation
- Hear and speak to exchange information in person, on the telephone, and via video conference
- Occasionally work beyond an 8:00 am – 5:00 pm schedule or on the weekend.

Benefits

The District offers a comprehensive benefits package which includes:

- Medical, including vision, insurance coverage through Washington State PEBB. The District matches employee dependent's medical premiums at 80%.
- Dental insurance coverage through Washington State PEBB for full-time employees. The District matches employee dependent's dental premiums at 100%.
- A monthly contribution to a health reimbursement arrangement (HRA) plan through Voluntary Employees Beneficiary Association (VEBA) for employees who opt to waive District medical insurance coverage.
- Life Insurance through Washington State Health Care Authority (WSHCA), with coverage paid by the District.
- Long Term Care coverage through the WA Cares Fund, with premiums paid by the District.
- Long Term Disability through WSHCA.
- Additional voluntary supplemental insurance opportunities are also available.
- Annual (vacation) leave accrued at a beginning rate of 8 hours per month, 8 hours of paid sick leave per month, and 12 paid holidays each year.
- Employer-contributed retirement program through the State of Washington Employees' Retirement System (PERS) and the ability to participate in the Deferred Compensation Program (DCP).
- All employees are covered by standard State and Federal programs, including WA Paid Family Medical Leave, Unemployment Insurance, Workers' Compensation, Social Security, and Medicare.
- Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

Work Location

Following a successful probationary period, there may be an option to work remotely part of the time. Some essential functions of this position require in-office or on-site work at specific times.

Application Instructions

To apply for this position, please submit the following materials via our website at <https://snohomishcd.org/employment>:

- Cover letter stating why you are interested in this position
- CV or resume detailing your related experience
- 1-2 page writing sample

If you have questions about applying or need accommodation during the application process, contact Sarah Jones at hr@snohomishcd.org or (360) 722-2679.

Applications will be reviewed beginning June 5, 2023. Position open until filled.

We strive to work in partnership with all, to provide equitable and accessible programming on a nondiscriminatory basis, and to continually improve how we do so. All programs and services of the Snohomish Conservation District are offered on a nondiscriminatory basis, without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.