



## JOB DESCRIPTION – Operations Manager

**Employee Name:** Linda Lovett  
**Reports to:** Executive Director  
**Employment Status:** At-will Employee  
**FLSA Status:** Non-exempt  
**Hourly Wage:** \*\*  
**FTE:** Full Time (32 hours per week)

### Position Summary

This position provides operational management and administrative support for the District. The Operations Manager's duties are central to the day-to-day functioning and smooth/safe operation of the District. This position provides high-level, and in some cases confidential, support to the Executive Director in managing office operations. Essential abilities include strong organizational and strategic skills to anticipate District needs; attention to detail and the ability to see the larger context; ability to work independently and as part of a team; ability to document and present information and ideas clearly and effectively to BSWCD staff, Board of Directors, contractors, volunteers, project partners, Benton County residents, vendors, and a variety of stakeholders with diverse needs and backgrounds; exceptional communication and customer service skills; and the ability to professionally represent the District to elected officials, donors and supporters, and the media. These duties are expected to be performed with tact, integrity and transparency, following established District policies and procedures.

### Scope of Supervision

- This position does not supervise employees (may supervise volunteers and interns).

### ESSENTIAL FUNCTIONS

#### Operations Management (50%)

- Provides leadership and direction in promoting exceptional office management and workflow; provides strategic input to improve daily operations and long-term organizational sustainability; approves expenditures and serves as authorized signatory in Executive Director's absence.
- Implements policies, procedures and best practices to ensure sound fiscal and human resources management; ensures compliance with state and federal laws that regulate employers and municipal corporations.
- Coordinates fiscal transactions to ensure accurate documentation, tracking, and reporting of all District expenditures; manages cash flow and makes bank deposits; supports annual audit process.
- Consults with Board and Executive Director on budget status, analysis, and forecasting; creates and distributes budget reports.
- Facilitates coordination and communication between District support services (IT, accounting, annual audit, office maintenance, etc.).
- Ensures compliance with SWCD Program requirements of Oregon Department of Agriculture (ODA) and serves as liaison to ODA's SWCD Program staff.

- Updates and administers staff benefits and District policies.
- Stays up to date on trends, legal issues, and best practices that affect Special Districts.
- Ensures smooth equipment and facilities management; coordinates building/lease responsibilities with landlord and other tenants.
- Proactively and expeditiously leads and manages operational initiatives as needed.

### **Organizational Support (45%)**

- Selects and schedules Special Districts Association of Oregon and other training modules for staff and follows up to determine effectiveness.
- Securely maintains personnel files, server backups, archives; follows established District records retention schedule.
- Maintains District's tax-exempt status and various legal agreements.
- Maintains office supply inventory in a cost-effective and timely manner.
- Maintains written policies, procedures, Board resolutions, and contracts.
- Supports bookkeeper for payroll processing; tracks staff accrual/use of leave time, retirement and health benefit contributions; oversees W-2 distribution, W-9s and 1099s from individuals, vendors and organizations.
- Prepares and mails monthly board/budget meeting packets; attends board/budget meetings, takes board/budget meeting minutes and distributes approved minutes. Maintains Board meeting and budget notebooks.
- Provides public notice of all Board/Budget meetings and ensures meetings comply with Oregon Public Records and Meetings Laws.
- Participates in weekly staff meetings; maintains professional development by attending conferences, trainings and workshops.
- Assists BSWCD staff to prepare an annual work plan and annual report; participates in short- and long-range strategic planning efforts.
- Provides customer service by responding to phone calls, walk-ins, and emails; receives and distributes District mail.
- Serves as District safety officer to ensure monthly safety committee meetings take place.
- Performs additional administrative and programmatic duties as assigned.

### **Capacity Building (5%)**

- Assists with public relations and increases public awareness of the District.
- Assists with SWCD board election process; helps recruit new Board Directors and Associate Directors; sets up training and orientation for new Board Directors and Associate Directors.
- Participates in The Confluence coworking space planning.
- Provides other capacity-building duties as assigned.

### **MINIMUM QUALIFICATIONS**

- An Associate Degree or higher in a related field such as nonprofit or public sector administration, business or finance; minimum of 5 years progressively responsible experience in office administration, financial/business and human resource management; OR any equivalent combination of experience, training, and/or education that has prepared an individual to excel at this job.
- Fluency with computer technology including excellent skills in Microsoft Office suite, especially Excel spreadsheet development and management; basic knowledge of QuickBooks and TSheets, and a commitment to accuracy and maintaining data integrity.
- Excellent organizational/logistical ability and time management skills to address multiple priorities, meet tight schedules/deadlines, and stay on track despite frequent interruptions.
- Strong verbal and written English communication skills (reading, writing, editing, listening, and representing the District at public venues).

- Strong interpersonal, relationship-building, and critical thinking skills.
- Ability to interpret and implement District policies/procedures and best practices.
- Commitment to cultivating a welcoming environment with a positive attitude; adept at interacting with people who have different perspectives and learning styles.
- Ability to anticipate organizational needs and independently solve practical problems.

## **Working Conditions and Physical Demands**

**The working conditions and physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Work is performed primarily in a busy office environment with minimal privacy and frequent interruptions and involves extended periods of time in a stationary position working on a computer, creating and compiling documents, and using office equipment.
- Must be able to use a computer and other technology devices frequently and consistently to receive, understand, evaluate and appropriately respond to District communications.
- Must be able to provide intellectually sound and well-reasoned answers, recommendations, and solutions to identified operational problems, issues, and/or questions.
- Must be able to efficiently review, analyze, process, revise, and accurately record/report extensive amounts of data and information pertinent to the position, some of which is technical in nature.
- Periodic travel to meetings, events and trainings is required. Some evening and weekend meetings may occasionally require overnight stays.
- This position may occasionally require work outdoors on District programs and events. These events may occur in inclement weather.
- If using a personal vehicle for work travel, a valid Oregon Driver's License, current auto insurance, and good driver record are required.
- Must be able to lift/transport and/or move up to 25 pounds frequently in the performance of regular duties to file/store/set up office supplies and office/field equipment.

## **Work Environment and Relationships**

- Maintain strong collaborative and supportive work relationships with BSWCD staff and board.
- Enthusiastically promote the role of BSWCD in the community, develop positive relationships and partnerships, and represent the District in a professional manner.
- Work diligently with program managers to ensure that expenditures meet grant agreements, District budget, and timeline requirements.
- Establish and maintain positive relationships with a variety of people representing local, state, federal, tribal, and private agencies, organizations, and individuals.
- Commit to equitably and respectfully serving diverse populations in the community.

## **Equal Employment Opportunity**

Benton Soil and Water Conservation District (BSWCD) is an equal opportunity employer. BSWCD does not discriminate in employment on the basis of race, color, national origin, religion, age, disability, gender, sexual orientation, gender identity, military service, marital status, parental status, or any other non-merit factor.