



Position Description: Executive Director

Position Summary

The Executive Director position is a full-time, at-will position. Because of the managerial duties required, this position is exempt from the overtime provisions of the Fair Labor Standards Act.

The Executive Director functions as the chief executive officer of the District and has the responsibility of providing overall leadership for personnel, technical and program planning, finances, public outreach, and project management and implementation. The Executive Director position is highly complex, requiring familiarity with a wide range of state and federal laws that govern District operations. The Executive Director acts on behalf of the Board of Directors and represents the District to public and private partner organizations.

The Executive Director ensures that adequate technical, financial, and educational resources are available to meet the conservation needs of constituents. This job entails continually monitoring and improving the District's ability to assist constituents in implementing conservation practices using voluntary, incentive-based programs, and technical support. The expected end result is to effectively address natural resource needs in Benton County.

Job Qualifications

The Executive Director must be a highly motivated self-starter with demonstrated ability to successfully lead a productive and talented team.

The Executive Director is required to have the following personal qualifications:

- Sufficient education and/or experience to accomplish the essential functions of the position
- Cognitive ability to manage multiple tasks and priorities and to solve problems effectively
- Effective communication skills, both oral and written
- Professional demeanor both in the workplace and while representing the District in the field and at job-related functions
- Ability to work nights and weekends if necessary
- Physical capacity to safely perform both office and field work as required, with reasonable accommodation if needed

Supervision of the Executive Director

The Chair of the Board of Directors serves as the primary supervisor of the Executive Director. Annual performance evaluations are developed and administered by the Chair of the Personnel and Finance Committee with input from the Committee, and the Chair of the Board of Directors. Decisions regarding compensation for the Executive Director are made by the Committee. The Executive Director remains in close contact with both chairpersons concerning questions of authority, District involvement and commitment, or other intended actions.

The Executive Director reports to the Board of Directors regularly at monthly Board meetings, through monthly reports, and through Committee meetings.

The Executive Director acts on behalf of the Board of Directors, within the authorities described in this position description, in the District's Employee Handbook, and as otherwise delegated by the Board of Directors.

Supervision by the Executive Director

The Executive Director has direct supervisory authority for the Natural Resource Conservation Program Manager, the Operations Manager, and the Communications and Community Engagement Manager. Responsibilities include assigning duties, day-to-day supervision, informal and formal performance evaluations, and ensuring that staff receive proper training and are informed of District policies.

Working with the Personnel and Finance Committee, the Executive Director makes decisions regarding promotions, demotions, wage changes, and the District's employee benefits package.

The Executive Director has the authority to hire employees, with discretion to negotiate salary and set annual leave accrual depending on experience and qualifications of the candidate. The Executive Director has authority to terminate employment, and to discipline employees when necessary. The Executive Director is expected to consult with the Personnel and Finance Committee of the Board and the District's insurer before taking significant personnel actions, and to report personnel actions to the Board of Directors.

Major responsibilities

Lead personnel to accomplish the District's mission, goals, and objectives

- Establish, review, and update job descriptions, performance standards, and performance evaluation forms for employees.
- Oversee/approve timesheets and payroll; set employee work schedules.
- Provide performance feedback to employees on an informal basis and through formal annual performance evaluations, consistent with employee job descriptions, and annual work plan goals and strategies.

- Identify training needs and provide opportunities to employees for professional growth.
- Address and resolve staff conflicts, concerns, and issues as needed to ensure a productive workplace.
- Facilitate a non-discriminatory, positive, productive, equitable, and safe working environment.
- Apply and enforce District policies.

Manage District fiscal operations

- Unless otherwise designated by the Board of Directors, serve as the Budget Officer for preparation of the annual budget.
- Prepare the annual budget to conform with Oregon Local Budget Law.
- Provide oversight of day-to-day administrative and operations functions.
- Review program and overall budgets, ensuring that expenditures are consistent with the adopted budget and approved spending limits.
- Establish internal controls, and follow accounting standards approved by a certified, independent auditor; oversee and review annual audit.
- Review the District's financial reports in preparation of monthly, quarterly, and annual reporting to the Board.
- Ensure that the District's contractors have up-to-date service contracts in place.
- Regularly evaluate the District's insurance coverages to ensure that they are compliant with legal requirements and adequate to cover the District's risks of liability.
- Coordinate with legal counsel as needed for District operation and communicate potential legal risks and issues to the Board.

Plan, implement and report on District programs

- Prepare, review, and update the District's strategic and annual work plans.
- Solicit and receive input from agencies, the public, staff, and others to formulate conservation strategies that will address priority concerns.
- Serve as the primary liaison to the media and the general public pertaining to District programs and activities.
- Oversee and provide support to staff as needed to implement all District programs, projects, and activities.
- Regularly report on the progress of programs, projects, activities, and outcomes to the Board.

Manage contracts, agreements and grants

- Serve as the signing authority for the District's contracts, leases, and agreements as authorized by the Board-adopted signature matrix.
- Manage leases entered into, by, or with the District.
- Evaluate opportunities for the District to own/manage real property, as necessary, and consistent with the District's mission, which could be related to bequests, purchase, sale, improvements, and uses.
- With staff and project partners, develop grant proposals, scopes of work, agreements, contracts, project budgets, and reporting formats.
- Oversee tracking of project progress, financial status, deadlines, deliverables, and evaluations.
- Oversee grants and contracts to ensure that projects are completed on time and within budget with all deliverables met.
- Serve as the District contracting officer, ensuring that all aspects of contracting are done in accordance with statutory requirements and the District's adopted public contracting rules and procedures. Under the District's current contracting rules and procedures, the Executive Director may approve purchases and other contracts up to the policy limit without board approval. Purchases and contracts beyond the established policy limit amount must be approved by the Board.

Provide support to the Board of Directors

- Provide support, information, and recommendations to the Board of Directors.
- Work with staff to coordinate orientation and training of new Directors and Associate Directors.
- Assist the Board of Directors in determining which tasks should to be done by Board members and which tasks should be done by staff.
- Identify Board development opportunities.
- Develop meeting agendas in coordination with the Chair of the Board of Directors.
- Assist committees in accomplishing goals and tasks as assigned by the Chair of the Board of Directors.
- Review Board minutes and materials sent to Directors and Associate Directors.

Represent the District

- Represent the District to the public, partner organizations, and funders.
- Assume the lead in representing the District as needed.

- Coordinate with staff/Board members to ensure that the District's relationships with partners, community organizations, agencies, and funders are maintained and that the District is appropriately represented at relevant meetings.
- Maintain sound public relations on behalf of the District. Meet periodically with County Commissioners, state and federal agency directors, legislators, and other public officials to discuss how the District is accomplishing its goals and objectives. May occasionally give legislative testimony at the State House when requested by other officials, and upon Board approval.
- Provide leadership by serving on various local, state, and regional Steering Committees and Technical Advisory Committees.

Other functions and duties

- Maintain a working knowledge of USDA Natural Resources Conservation Service conservation practices commonly employed within the District. Ensure that operating agreements are current and that the District's commitments are achieved.
- Ensure that the District meets its statutory obligations under Oregon Revised Statutes chapter 568 to prepare long-range and annual work plans, and to hold an annual meeting at which its annual report and audit are presented.
- Oversee meetings of the Safety Committee as required by law and District policy.
- Conduct the following reviews annually and report results and recommendations to the Board of Directors:
 - Risk management
 - District policies including Employee Handbook and Benefits Programs
 - Agreements and Contracts
- Serve as the principal point of contact for the District with local, state, federal, and tribal agencies.
- Follow state and federal laws and regulations and interagency agreements in addition to the policies that the Board of Directors has established for operational issues. The Executive Director may receive policy guidance from the Board of Directors and is expected to exercise sound judgment in making operational decisions in the absence of such guidance.
- Exercise initiative in carrying out the District's responsibilities, implementing the approved work plan within the approved budget and dealing with situations as they arise, keeping the Board of Directors informed as appropriate.
- Oversee maintenance of project records, capital equipment depreciation schedules, and a current list of non-capital equipment. The Executive Director

may delegate authority for maintenance of various records to other District employees or representatives.

- Attend to other duties as assigned by the Board of Directors.

Job conditions

- Work hours may be unpredictable and may include some evening and weekend hours.
- Field and office work are required in this position.
 - Field work may include working in and around such locations as: farms and ranches; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous conditions. Appropriate attire shall be worn in the field.
 - Office work may include working at a desk, using a computer, or standing at a table. Must be able to work with frequent interruptions; to sit or stand for periods of up to two hours; and to lift 30 pounds. Business casual attire is expected.
- Frequent travel is required to conferences, workshops, training sessions, and daytime or evening meetings outside the office. Travel may occur outside the normal workday and may be as long as one week in duration. Appropriate attire is required.
- Operation of a motor vehicle is required to perform the duties of this position, during daylight hours and after dark. A valid driver's license issued by the Executive Director's state of residence is required.
- Safety protocols must be followed, and all duties shall be performed in a prudent and sensible manner.