

Skagit Conservation District District Manager

The Skagit Conservation District (SCD) is a local grant funded and non regulatory conservation agency established in 1944 to assist private land users in Skagit County with the conservation of natural resources. SCD is a legal subdivision of the Washington State government organized under Conservation District Law, RCW Chapter 89.08. To leverage its resources and advance special initiatives of considerable community importance, we partner with other federal, state or local agencies and nongovernmental organizations. SCD is an Equal Opportunity Employer. The District and its professionals have been recognized at all levels for their accomplishments.

The mission of the Skagit Conservation District is to bring voluntary, incentive-based natural resource solutions to citizens of Skagit County and beyond by providing technical, financial, and educational resources.

Responsibilities:

This position has numerous responsibilities which include coordinating with the Board of Supervisors, managing the District's staff, implementing the strategic plan, and overseeing the District's budget. In addition, the position is responsible for the implementation of all District programs.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of:

1. Basic computer programs applicable to the position.
2. State of Washington open meeting law and RCW 89.08 preferred.
3. Public budgeting and financial reporting processes and procedures.
4. Basic environmental, natural resources, agricultural, forestry, and watershed management concepts.
5. Skagit County's ecological and environmental issues preferred.

Ability to:

1. Deploy excellent leadership, organizational, and communication skills.
2. Develop budgets, review financial statements, and sign checks.
3. Develop long range and annual plans of work for the SCD.
4. Represent the SCD and provide interagency coordination at the local, regional and national levels.
5. Speak and present to the public through a wide range of media.

Education, Experience, or Training:

1. A Bachelor's or Master's degree in natural resources, natural science or agricultural discipline, or a related field of study preferred.
2. Extensive administrative/management and supervisory experience in the public or private sector.
3. Previous experience working directly with boards, commissions, legislative bodies or trade and industry groups
4. Experience in contract and grant development and management.

SPECIAL REQUIREMENTS:

Must possess a valid Washington State driver's license and pass a WSP background check.
Must be bondable.

Salary Dependent on Qualifications

Benefits include medical, dental, and vision, eleven paid holidays, as well as paid annual and sick leave.

All interviews must be in person

APPLICATION PROCEDURE:

Interested persons should submit:

1. A concise letter of application describing work experience in relation to the desired/preferred qualifications, knowledge and skills
2. A current resume
3. The names, addresses and phone numbers of three references
4. Mail or e-mail to:

Carolyn Kelly
Skagit Conservation District
2021 E. College Way, Suite 203
Mount Vernon, WA 98273
carolyn@skagitcd.org

Though this position is open until filled, the first pull for interviews will be on Friday, February 17, 2017.