



COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA - NOVEMBER 19, 2025

REGULAR BOARD MEETING CALL TO ORDER – 5:00 PM

APPROVAL OF MEETING MINUTES – From October 15, 2025

TREASURER REPORT- October 30, 2025

PUBLIC COMMENT – Topics from the Floor

AGENDA ITEMS

Reports:

- ◆ NRCS
- ◆ ODA
- ◆ Watershed Councils
- ◆ Staff Updates

Old Business:

- ◆ Cyber Attack
- ◆ Committees

**Discuss/Update
Discuss/Approve**

New Business:

- ◆ Associate Director – Alex Devin
- ◆ Personnel Committee Recommendations:
 - Staff Position Descriptions
 - Salary adjustments
- ◆ Annual Meeting
- ◆ Strategic Planning Implementation
- ◆ Winter Board Meeting Hours

**Discuss/Appoint
Discuss/Approve
Discuss/Approve
Discuss/Update
Discuss/Approve
Discuss/Approve**

Reports:

- ◆ Board

ADJOURNMENT

<u>DATES TO NOTE</u>	
11/22	– Soil Health Workshop
11/27-28	– Office Closed
12/17	– Board Meeting
12/24-25	– Office Closed
01/01	– Office Closed
01/21	– Board/Annual Meeting

Columbia SWCD Personnel Committee Meeting

November 8, 2025

2:06 pm. Call to order

Attendees:

Board Members: Bill Eagle, Michael Calhoun, Paul Gibbons

Staff: Malyssa Legg, Taylor Murray

Public: Claudia Eagle

Bill started by noting the times in some of the job descriptions that are up for approval today state the daily working hours of 8:30-4:30 without time for lunch. He expressed that lunch time is required by law. He also noted some inconsistencies among the descriptions regarding working expectations.

Taylor noted that the descriptions will all be revised so all of the descriptions are uniform and include time for lunch break as required by law. Malyssa said that in the past they had given people a 30-minute paid lunch break.

Discussion ensued about whether the hours of the day belong in the job description or if it is better just to state "full time" and then define that in the employee handbook/policy

Bill would like to see overlap among job descriptions so that people can fill in for each other. He wants everyone to know what everyone else is doing so we can function in the field when someone is off duty.

Discussed the importance of balancing the need for each staff member to have clarity in what tasks are their personal responsibility vs. being able to cover for each other from time to time.

Taylor indicated that he is working toward learning all of the various positions so in time he may be able to cover some gaps, and he would like a field person with cross training to assist as needed.

This led to a broader discussion about the overall staffing needs of the SWCD in light of the recent workload history, budget, and strategic planning currently in process. Malyssa and Taylor outlined their vision that may include the following:

- 1) District manager
- 2) Financial/HR manager
- 3) Administrative coordinator who's broad responsibilities include bookkeeping, assisting with payroll, invoicing, facilities operations, information technology, ordering supplies, hiring contractors as needed to keep the office running smoothly and other administrative support as needed.

4) Education and Community Engagement Coordinator who's role is connecting with the community, managing social media, producing educational materials/reports, and overseeing volunteers who serve as docents in the facility, staff the event booths, help with fieldwork, staff community booths, offer education to youth and adult groups. There is some crossover with the administrative coordinator and both can be cross trained.

5) Field tech #1 Habitat Restoration

6) Field tech #2 Working Lands

7) Field tech #3 primarily focused on weeds, potentially with secondary focus on working lands

Malyssa stated that regarding the budget, our Working Lands Conservationist is currently funded by a grant that also covers about 1/3 of another one of our field techs. It is reasonable, then, that this field tech should be directing 1/3 time on working lands issues.

Discussion then shifted to how we consider education in our job requirements. Points made about the value of education, and how it is possible to gain education on the job, with some limitations. It is possible for on the job training to result in undesirable outcomes because it lacks structure. So general agreement was that some formal training should be required for every position at SWCD.

The consensus was that each position would have a requirement for a bachelor's (or master's) degree with less work experience, OR more work experience AND some accredited training in the specific field. The accredited training could take many forms including an associate's degree or a certification from a recognized professional organization or community college.

Discussion ensued about the possibility of paying for current employees to enroll in training and how we might structure their compensation increase after successfully completing training. Malyssa mentioned that she took training in HR management, and that Crys, who already has 2 bachelor's degrees, is currently taking a course in her specialty.

Brief discussion about how we decide payroll equity and that a compensation equity calculation is needed to help decide how a certification or degree affects compensation. Discussed the current Range-Step table (2024) and agreed to use it for now and revising it when the almost completed, State-wide, compensation survey data can be used as a basis for a new table for 2026.

SPECIFIC CURRENT STAFF JOB DESCRIPTION RECOMMENDATIONS:

All of the descriptions need to be revised to make the work hours description uniform across all position descriptions, i.e., "full time" instead of 8:30-5:30.

Jen's description – Operations and Communications Coordinator. Recommend approval by the Board (with above uniformity revision) at the current compensation level in light of current 2025 raise.

Crys's description: recommend adding "Senior" to the title – Senior Habitat Restoration Project Manager. Make uniformity revision. Recommend changing the education and experience requirements to match a senior title. "Bachelor's degree plus 5 years of experience including at least 3 years in habitat restoration management OR accredited training and 7 years of experience including at least 3 years of habitat restoration management. Recommend compensation increase to Range 6 Step 5. Ask Crys whether she would like to move from hourly to salary (non-exempt).

Becca's description – Working Lands Conservationist: Make uniformity revision. Discussed that the scope of the work is not possible for 1 person, and that Becca is not expected to be the one who completes all of the duties, but that she will engage with other resource conservationist to divide up the work load (shift some items to other job description). Recommend education/experience requirements should be bachelor's degree and 1 year of related experience, OR accredited training and 5 years of experience. Recommend Range 5, Step 7.

Malysa's description – Financial and Human Resources Manager. Make uniformity revision. Recommend Range 6, Step 6.

Taylor's description – Recommend title change to "Executive Director". Recommend education/experience revision to bachelors (master's preferred) plus 5 years of experience, OR accredited management training plus 10 years of experience.

Amber's description. After review and discussion of the submitted promotional proposal – Recommend no change in current job title, recommend adding no new duties regarding education/community engagement; maintain job title as Resource Conservationist. A number of the duties in the Working Lands Conservationist description will be shifted onto this description in light of the strategic planning findings and SWCD needs. Revise for uniformity of "full time" hours description. Recommend continuing at the current compensation level in light of 2025 raise and paid bonus for serving as interim manager.

New job description – Education and Community Engagement Coordinator. This job description will be drafted in the coming month, to be completed before the December board meeting so it can be announced. Malysa will look at budget to help define the compensation range that will be offered, likely in Range 4. Education will be required for this education position. Discussion about how this may be the one position on staff that could require completion of a college degree because it demonstrates how the District recognizes the need for our education coordinator to have completed a formal education, ideally with a teaching certificate or MS in

education. Formal education alternatives will be considered during the drafting of the description.

Deliverables were reviewed:

- 1) Amber's Resource Conservationist job description to be completed by Wednesday, November 12th so it can be sent out to Personnel Committee for review completed by end of day Friday, Nov 14th so revisions can be incorporated by end of day Monday, Nov 17th.
- 2) All of the other job description minor revisions on education/experience requirements and full-time hours will be completed in time for the entire package to be sent out by 5:00 pm Monday, Nov 17th. This will give board members time to review this substantial packet of information before the Wednesday Board Meeting.
- 3) New job description for Education and Community Engagement Coordinator to be completed in time to allow at least 2 rounds of revisions/review before the December board meeting. First draft ideally by December 2nd.

5:22 pm Meeting adjourned



**Columbia
Soil & Water
Conservation District**

Senior Habitat Restoration Project Manager

Program: Conservation

Position Title: Senior Habitat Restoration Project Manager

Exempt/Non-Exempt: Full Time, Non-Exempt

INTRODUCTION

The Senior Habitat Restoration Project Manager supports the Columbia Soil and Water Conservation District (District) by managing the planning, implementation, and oversight of multiple habitat conservation and restoration projects. This is a full-time, non-exempt, at-will position subject to available funding and the District's General Employment Policies

The Columbia SWCD is a local unit of government that operates as a special district of Oregon. The District is governed by a board of locally elected directors and is funded through a permanent tax rate, as well as state and federal grants.

This position requires a highly organized and motivated individual with expertise in ecological restoration, project management, and grant administration. The Project Manager will collaborate with staff, landowners, contractors, and community partners to deliver impactful, science-based restoration outcomes that enhance and protect natural resources.

This position requires professionalism, strong organizational and interpersonal skills, and the ability to represent the District positively in person, in writing, and on the phone. Additionally, this position requires strong project management skills, field and data management skills, the ability to work independently and as part of a team, and the ability to clearly communicate with District staff and project partners. The Senior Habitat Restoration Program Manager is an integral part of the District's resource conservation team.

Work is normally performed Monday through Friday, 9:00am – 5:00pm., including a 30-minute unpaid lunch break, and may require occasional evening or weekend hours for meetings and events.

Essential Duties:

Technical:

- Conduct field assessments and site visits to identify restoration needs, prioritize conservation actions, and advise landowners on conservation and management practices.
- Develop and implement management, monitoring, and maintenance plans for project areas and restored habitats.

- Design and implement monitoring protocols to track project outcomes and habitat conditions.
- Collect, analyze, and manage ecological data to inform adaptive management decisions.
- Evaluate program and project effectiveness and make recommendations for improvements.
- Ensure safety and compliance with environmental, workplace, and permitting standards in fieldwork and construction activities.
- Stay current on relevant scientific studies, best management practices, restoration techniques and understanding, and regulatory changes.
- Identify emerging issues, opportunities, and trends in natural resource management.
- Represent Columbia SWCD in collaborative initiatives, working groups, and regional conservation efforts.
- Attend trainings, workshops, classes, webinars and other educational forums that increase job related knowledge, skills, and competency.
- Additional duties as assigned, consistent with workload and scheduling priorities.

Administrative:

- Lead and manage multiple habitat conservation projects from initiation to completion, ensuring delivery on time and within budget.
- Develop detailed project plans, timelines, and budgets; track progress and make adjustments as needed.
- Oversee project contracts, billings, and financial tracking in alignment with organizational requirements.
- Identify funding opportunities and prepare competitive grant proposals.
- Manage grant budgets, reporting requirements, and ensure compliance with agency guidelines and grant agreements.
- Develop and maintain positive relationships with landowners, funders, regulatory agencies, partners, Board, and SWCD staff.
- Collaborate with staff and partners to design and implement innovative habitat conservation programs and plans.
- Participate in scheduled staff meetings with District Manager and staff to promote open communication and collaboration.
- Prepare reports and presentations relevant to scope of work as needed and requested by the District Manager.
- Contribute to the District's long-term vision and strategic planning for conservation and restoration. Assist District Manager with review of planning and agency documents, funding opportunities, and grant proposals, as requested.
- Review and provide feedback on District publications.

- Other related duties as assigned.

Supervisory:

- Provide guidance and consultation on projects led by Resource Conservationists and other field staff.
- Offer mentorship opportunities by involving staff in project scoping, planning, and meetings.
- Delegate tasks appropriately and foster effective, collaborative project teams.
- Promote cooperative approaches to restoration and resource management.

Supervisory Controls:

The Senior Habitat Restoration Project Manager reports directly to the District Manager. The District Manager provides overall guidance, sets priorities, and approves budgets, major contracts, and grant proposals. The Project Manager operates with a high degree of independence in planning and executing technical, administrative, and programmatic tasks. Work is reviewed through regular project updates, performance evaluations, and outcome reports to ensure alignment with organizational goals and regulatory requirements. The Project Manager may provide supervision, guidance, and mentoring to Resource Conservationists and other field staff, but final supervisory authority rests with the District Manager.

The position acts on behalf of the District Manager as appropriate and is governed by the policies outlined in the District’s Personnel Policy Manual.

Civil Rights

This position will be performed in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Qualifications:

- Bachelor’s degree in Environmental Science, Ecology, Natural Resource Management, or related field **OR** a minimum of 5 years of experience in a conservation related field including a minimum 3 years of experience in restoration project management.
- Strong knowledge of ecological restoration principles and practices.
- Excellent organizational, oral and written communication, and interpersonal skills.
- Proficiency with Microsoft programs including Outlook, Word, Excel, Powerpoint, and Teams.
- Experience with GIS systems including ESRI products (ArcOnline and/or Desktop and associated mobile data collection applications like Field maps).
- Ability to work effectively both independently and collaboratively in a dynamic environment.
- Demonstrated project management skills through history of successful project implementation.

Preferred Skills & Competencies:

- Ability to translate technical ecological concepts into accessible language for diverse audiences.
- Experience with field data collection, field surveys, and monitoring.
- Knowledge of online mapping platforms such as Oregon Explorer, USGS, etc...
- Knowledge of regulatory permitting and compliance structures at the local, State, and Federal level.
- Knowledge of native plant species, invasive species management, and watershed ecology.
- Knowledge of relevant planning documents (i.e. Strategic Action Plans, ESA recovery plans, local assessments, ODFW Conservation Plan etc...)
- Knowledge of relevant technical sources (i.e. Oregon Forest Practices guidelines, NRCS technical notes, Guide to Placing Large Wood and Boulders, Beaver Management Guide, Low-tech Process Based Guide, etc...)
- Demonstrated ability to engage diverse stakeholders, including landowners, tribes, agencies, and community groups.
- Self-motivated and detail oriented.

Essential Physical Abilities and Working Conditions:

- Ability to work in both office and outdoor environments. Fieldwork may involve exposure to a variety of weather conditions, rough terrain, rivers/streams, and remote locations. Must be able to walk, hike, and carry equipment (up to 30 lbs) for extended periods in variable conditions. Must be comfortable working near and in water, wetlands, remote areas, and other challenging environments.
- Ability to operate SWCD vehicles safely during daylight hours, after dark, and in inclement weather. Must have a valid Oregon driver's license. Must be able to operate and/or work around construction and field equipment, tools, and vehicles safely.
- This position is a 40-hour work week. The standard work hours are Monday through Friday, 8:00 A.M. to 4:30 P.M. Modifications to the standard schedule can be discussed with the District Manager. Occasional work outside of regular hours, including evenings or weekends, may be required to meet project deadlines or attend meetings. This position is eligible for a hybrid work schedule, with some work occurring from home, as approved by the District Manager.
- Frequent use of computers, phones, and standard office equipment.
- Regular travel within Columbia County and occasional travel outside the county for meetings, training, or conferences (valid driver's license required).
- Follow all safety protocols and guidelines when performing job duties.

** The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee: _____ Date: _____

District Manager: _____ Date: _____

Columbia Soil and Water Conservation District is an Equal Opportunity Employer. We prohibit discrimination and harassment in any aspect of employment—including hiring, promotion, termination, compensation, benefits, training, or any other terms or conditions of employment—on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, disability (physical or mental), veteran status, familial status, or any other characteristic protected by federal, state, or local law, including the Oregon Equality Act.



Columbia Soil & Water Conservation District

Financial and Human Resources Manager

Program: Administration

Position Title: Financial/HR Manager

Exempt/Non-exempt: Exempt

INTRODUCTION

The position serves as the Financial and Human Resources Manager for the Columbia Soil and Water Conservation District (District). This is an “At-Will”, exempt, full-time position subject to the General Employment Policies of the District (40 hours).

Columbia SWCD is a local unit of government that operates as a Special District of Oregon. The District is governed by a board of locally elected directors and receives its funding through a permanent tax rate, as well as state and federal grants.

The Financial and Human Resources Manager is responsible for ensuring the organization is fully compliant with hiring, employment, and budget law and regulations pertaining to public funds, state contracting law, as well as personnel, privacy and Equal Employment Opportunity laws and regulations.

This position supports the District’s conservation mission through accurate recordkeeping, daily use of QuickBooks accounting software, review and management of contracts, administration of loan and grant agreements, assisting in the development of annual budgets, and providing financial guidance to the District Manager.

ESSENTIAL DUTIES

Administrative

Contract and Grant Management

- Ensure funds are requested, invoiced, and received in a timely manner.
- Review budgets for grant requests prior to submittal
- Work with team members in developing budgets for projects supported by grants, or other revenue
- Review applicable operational budgets before funding requests are presented to the Board

Technical

Annual Audit and Year-end Financial Reporting

- Work with CPA to close out FY prior to audit.

- Coordinate with an independent audit firm and the District Manager to conduct the District's annual audit.
- Prepare and provide schedules, reconciliations, and documents required by the auditor.
- Respond to auditor inquiries and implement recommendations as appropriate.
- Recommend improvements to reporting systems and internal financial controls to the District Manager and the Board.
- Assist in the development of financial policies and procedures.
- Work with Auditor to review year-end audited financial statements.
- Collaborate with the District Manager to improve reporting systems and strengthen internal financial controls.

Fiscal Development and Oversight

- Make accounting entries and manage budget software.
- Ensure that the District's financial activities are following current policy and law.
- Monitor revenue and expenses and prepare reports for approval by the District Manager and the Board.
- Oversee payroll, maintenance of staff benefits records and prepares quarterly payroll report development.
- Oversee Accounts Receivable/Payable duties: Enter all invoices received, prepare bills for payment, issue checks, reconcile deposits, and work with the District Manager to pay bills. Receive and process payments from funders to correct accounts.
- Manage all electronic banking functions, including ACH and EFT payments.
- Prepare monthly, quarterly and year-end voucher lists and financial reports for District Manager, Board and staff review and Board approval, including budget-to-actual comparisons and fund balances.
- Develop and monitor District Internal controls, fiscal systems development and policies and procedures to ensure strong fiscal controls and compliance with appropriate accounting standards.
- Coordinate with CPA for annual QuickBooks review and implement recommended improvements.
- Assist with cash flow projections and reserve fund monitoring to ensure financial sustainability.
- Maintain procedures to safeguard public funds, prevent fraud, and ensure compliance with Oregon Local Budget Law and federal/state grant requirements.
- Monitor insurance coverage and coordinate with carriers to ensure adequate protection for District assets and activities.
- Train staff in proper reporting and fiscal procedure

Budget Development and Monitoring

- Serve as the Budget Officer and ensure compliance with Local Budget Law.
- Ensure that all required public notices and legal advertisements are published in accordance with Oregon Local Budget Law.
- Work with the District Manager to develop the budget message, budget calendar, and other pertinent documents.
- Work with the Budget Committee, District Manager and with Program Managers to develop a draft organizational budget and to develop budget revisions as needed.
- Attend and present at Budget Committee Meetings.
- Work with the staff and Board Treasurer to monitor and manage the organizational budget throughout the year reporting to the Board monthly; identifying variances and recommending

adjustments if needed.

Human Resources

- Prepare payroll disbursement for District employees. Submit all reports and payments required to the appropriate agencies. Maintain payroll records.
- Oversee human resources support, including benefits administration; personnel file maintenance and privacy; personnel policy manual updates; researching a variety of human resources and personnel issues.
- Support workplace risk management by maintaining compliance with employment laws, workplace safety requirements, and mandatory training programs.
- Keep staff up to date on current laws and benefit changes pertaining to HR.
- Ensure that hiring practices, workplace rules, and employee treatment comply with relevant laws and company policies.
- Maintain and update accurate employee records, ensuring compliance with state and federal recordkeeping requirements.
- Support recruitment activities by posting job announcements, coordinating candidate communications, scheduling interviews, and assisting with onboarding paperwork.
- Administer employee benefits programs (health, dental, retirement, leave accruals), serving as primary contact for staff questions.
- Coordinate mandatory training (e.g., workplace safety, harassment prevention) and track employee certifications or training requirements.
- Research and recommend updates to HR policies in alignment with best practices and changes in employment law.
- Maintain HR systems, databases, and reporting tools to ensure accurate tracking of personnel information.
- Act as a resource for staff questions related to HR policies, benefits, and procedures, and escalating issues to the District Manager as needed.

SECONDARY DUTIES

- Oversee the District's benefits and retirement plan
- Coordinate with the District Manager in maintaining financial records for the development and care of the District's real properties
- Oversee proper use and processing of District's Charge Card purchases. Review monthly statements to include proper documentation and forward to District Manager.
- Assist in updating District Employee handbook. As directed prepare routine administrative reports.
- Represent the District in Fiscal matters, including presentation of Financial Statements to the public and Board of Directors

SUPERVISORY CONTROLS

The Financial and Human Resource Manager is supervised by the District Manager and receives assignments in the form of broad functional responsibilities and overall objectives. Work is performed with a high degree of independence, using sound judgement and initiative, with the District Manager available for consultation on complex or sensitive issues. Plans work in advance and submits general work products for review. The District Manager in conjunction with the finance committee will be available to discuss

problems, however, work is reviewed through regular updates, performance evaluations, and outcome reports to ensure alignment with organizational goals and regulatory requirements.

The Financial and Human Resources Manager is non-supervisory. The Financial and Human Resources Manager coordinates closely with the Operations and Communications Coordinator, who serves as backup on payroll and other financial functions, through providing oversight and guidance on fiscal operations, including providing training.

The position acts on behalf of the District Manager, as appropriate, and is governed by the policies outlined in the Districts Personnel Policy Manual.

CIVIL RIGHTS

This position will be performed in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public contracting and finance laws or have the ability to acquire that knowledge.
- Knowledge of standard accounting procedures and reporting
- Knowledge of payroll procedures and administration of benefits
- Skilled in using QuickBooks accounting software or equivalent computer-based fund accounting program
- Skilled in Microsoft Office programs and databases
- Ability to work successfully in a team setting
- Knowledge of financial and human resources regulations
- Experience in Federal, State, and County Grant management and reporting
- Ability to manage complex financial transactions

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- A bachelor's degree with coursework in finance, accounting, or business management, or at least 5 years' experience in fiscal operations or management. Preferred experience with non-profit or special districts.
- Required to maintain appropriate trainings and certifications.
- Proficiency in written and oral communications
- Experience administering funding related to grants and contracts.

ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- Duties range from extended office work to off-site outreach events, often involving working outdoors in variable weather conditions. Occasional moderate to strenuous physical exertion and long hours may be required.
- This position is eligible for a hybrid work schedule, with duties performed at both a home office and the District office, subject to District Manager approval.
- The standard schedule is 40 hours per week, Monday through Friday, 8:30 a.m. to 4:30 p.m. Evening or weekend work may occasionally be required to accommodate meetings, events, or outreach activities.
- This position requires operating District vehicles as needed, including during daylight, evening hours, and inclement weather. A current and valid Oregon driver’s license is required.
- The Financial and Human Resources Manager shall perform all duties prudently and sensibly, following established protocols that ensure safety.

** The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee: _____ Date: _____

District Manager: _____ Date: _____

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Columbia Soil & Water Conservation District

Executive Director

Program: Management

Position Title: District Manager

Exempt/Non-exempt: Exempt

INTRODUCTION

This position serves as the District Manager for the Columbia Soil and Water Conservation District (District). This is an “At-Will”, exempt, full-time position subject to the General Employment Policies of the District (40hrs).

The Columbia SWCD is a local unit of government that operates as a special District of Oregon. The District is governed by a board of locally elected directors, and receives its funding through a permanent tax rate, as well as state and federal grants.

The District Manager 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, project management, and implementation. The District Manager position is highly complex, requiring familiarity with a wide range of state and federal laws that govern District operations. The District Manager acts on behalf of the Board of Directors and represents the District to public and private partner organizations.

The District Manager 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 by providing technical assistance in planning and implementing conservation practices using voluntary, incentive-based programs. The expected end result is to effectively address natural resource needs in Columbia County.

ESSENTIAL DUTIES

70% Management

Personnel

Management

- Establish, review, and update job descriptions and performance standards for each employee.
- Provide performance feedback to employees on an informal basis and through formal annual evaluations, consistent with annual work plan goals and objectives.
- 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, and safe working environment.

- Apply and enforce District personnel policies.

Annual and Long-term Planning and Reporting

- 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.
- Ensure that the District is properly represented with other agencies.
- Serve as the primary liaison to the media and the general public pertaining to District planning efforts, programs, and activities.
- Oversee and provide support to staff as needed to implement the District's strategic plan, planning programs and projects.
- Regularly reports the progress of programs, projects, and activities to the Board.

Property, Contracts, Loans and Grants

- Manage District-owned real property, as directed, which may include purchase, sale, improvements, and uses.
- Manage leases by or with the District.
- With staff and project funders, develop scopes of work, agreements, contracts, project budgets, and reporting formats.
- Oversee tracking of project progress, financial status, due dates, and deliverables.
- Oversee conservation loans, 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.

Public Relations

- The District Manager is responsible for how the District is represented to the public and to partner organizations.
- Assume the lead in representing the District as needed.
- Coordinate with staff and Board members to ensure that the District's relationships with partners, community organizations, and agencies are maintained and that the District is appropriately represented at relevant meetings.
- Maintain a continuous, sound program of public relations on behalf of the District. Meet periodically with County Commissioners, legislators, and other public officials to discuss how the District is accomplishing goals and objectives.

40% Administrative

Fiscal Operations

The District Manager is required to be bonded as recommended by the Special Districts Association of Oregon and Special Districts Insurance Services.

- Work with staff to prepare the annual budget in conformity with Oregon Local Budget Law.
- Provide oversight to day-to-day administrative and operations functions.

- Meet regularly with financial staff to review expenditures and departmental budgets, ensuring that expenditures are consistent with the adopted budget and within approved spending limits.
- Every month, review the District's financial reports in preparation for monthly, quarterly, and annual reporting to the Board.
- Ensure that the District is current with all contracted services.
- 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 regarding District operations and communicate potential legal risks and issues to the Board.

Board of Directors

- Provide support, information, and recommendations to the Board of Directors.
- Coordinate orientation and training of new Directors and Associate Directors.
- Assist the Board of Directors in determining which tasks should 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 and District staff.
- 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, Associate Directors, and Directors Emeritus.

SECONDARY DUTIES

- 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 Directors:
 - Risk management
 - District policies
 - 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 District Manager 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 District Manager 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.

SUPERVISORY CONTROLS

Unless otherwise designated, the Chair of the Board of Directors serves as the day-to-day supervisor of the District Manager. Annual performance evaluations of the District Manager are developed and administered by the Chair of the Board of Directors and the Chair of the Personnel Committee. The District Manager remains in close contact with both chairpersons concerning questions of authority, District involvement and commitment, and other significant intended actions.

The District Manager reports to the Board of Directors regularly at Board meetings, through regular reports, and through meetings of various committees.

The District Manager 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 authorized by the Board of Directors.

The District Manager has supervisory authority over all other employees of the District but may delegate supervision of program staff to the District Management Team. Responsibilities include assigning duties, day-to-day supervision, informal and formal performance evaluations, and ensuring that staff and volunteers receive proper training and are informed of District policies.

Working with the Personnel Committee, the District Manager makes recommendations to the Board of Directors regarding promotions, demotions, and wage changes.

Civil Rights

This position will be performed in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

KNOWLEDGE, SKILLS AND ABILITIES

The District Manager must be a highly motivated self-starter with demonstrated ability to successfully lead a productive and talented team. This includes:

- Knowledge and demonstrated proficiency in project and personnel management.
- Knowledge and demonstrated proficiency using computers and office machines for correspondence, data entry, data analysis and management.
- Knowledge of natural resource laws, regulations, and policies. with a wide range of state and federal laws that govern Soil and Water Conservation Districts.
- Excellent oral and written communication skills.
- Skill in developing relationships with stakeholders and organizations.
- Skill in applying management and administrative principles to develop and implement business objectives.
- Ability to manage multiple tasks and priorities to solve problems effectively and in a timely manner.
- Ability to supervise a multi-disciplinary staff and achieve District objectives by working with others.

- Ability to work effectively, respectfully, and compassionately with people of diverse backgrounds, experiences, and worldviews that may differ from your own.
- Ability to develop preliminary plans for maintenance, repairs, or replacement of District facilities and infrastructure and to assist with contract specifications.
- Ability to establish, gain support and maintain positive working partnerships with a variety of publics (e.g. federal, state, and local agency officials, special interest groups, and the general public).
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office, or in the field (see “Job Conditions” below).
- The ability to operate a motor vehicle during daylight hours, after dark, and during inclement weather. To carry out these assigned duties, a valid driver’s license is required.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- A bachelor’s degree (master’s degree preferred) in biology, ecology, environmental science, natural resource management, business, business management, business administration, operations management, management science, public administration, or a related discipline, **and** five years of comparable management experience within a natural resource organization, agency, or business; **or** ten years of comparable management experience within a natural resource organization, agency, or business. Or 10-years of comparable management experience with a natural resource agency, business or organization.
- Required to maintain appropriate, accredited training and certifications.
- Experience working with the on-the-ground implementation of conservation practices and natural resources management.
- Professional demeanor both in the workplace and while representing the District in the field and at job- related functions.
- Experience in providing strategic leadership and feedback to upper management and a Board of Directors.

ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- This position works both in the field and in the office. Work will include significant time working at a desk, using a computer, standing at a table, or at an outreach event.
- This position is eligible to be under a hybrid work model which allows work to be done at a home office or in the District office with Board Chair approval.
- To perform the duties of this position, the District Manager must serve as incidental motor vehicle operator during daylight hours, after dark, and during inclement weather. To carry out these assigned duties, a current and valid Oregon driver’s license is required.
- The District Manager shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.

- Appointees will be subject to completion of a standard probationary period.

** The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

District Manager: _____ Date: _____

Board Chair: _____ Date: _____

Columbia Soil and Water Conservation District is an Equal Opportunity Employer. We prohibit discrimination and harassment in any aspect of employment—including hiring, promotion, termination, compensation, benefits, training, or any other terms or conditions of employment—on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, disability (physical or mental), veteran status, familial status, or any other characteristic protected by federal, state, or local law, including the Oregon Equality Act.



Columbia Soil & Water Conservation District

Resource Conservationist

Program: Conservation

Position Title: Working Lands Conservationist

Exempt/Non-exempt: Full-Time Non-exempt

INTRODUCTION

The Resource Conservationist supports the Columbia Soil and Water Conservation District (District) through evaluating natural resources on rural and urban sites and creates conservation plans with specifications for habitat and stream enhancement. This is an “At-Will”, non-exempt, full-time position subject to available funding and the General Employment Policies of the District.

The Columbia SWCD is a local unit of government that operates as a special District of Oregon. The District is governed by a board of locally elected directors and is funded through a permanent tax rate, as well as state and federal grants.

The role of this position is to provide technical assistance and education to individual landowners and operators for the successful development and installation of conservation practices to conserve natural resources and enhance wildlife habitat. The Resource Conservationist evaluates natural resources on rural and urban sites and creates conservation plans with specifications for conservation actions that help to conserve natural resources. Urban conservation planning needs may also be addressed by this position. Some amount of environmental monitoring is also required, such as through stream, forest or riparian habitat assessment, pasture condition scoring, soil health assessments, photo points, and water quality monitoring.

The position requires strong project management skills; field and data management skills; the ability to work independently and as part of a team; and the ability to clearly communicate with District staff and with project partners. The Resource Conservationist is expected to provide superior customer service and to behave in a professional manner. Work is accomplished independently from but may be coordinated with partner organizations such as watershed councils. The Resource Conservationist is an integral part of the district’s resource conservation planning team

Work is normally performed Monday through Friday, 9:00am – 5:00pm., including a 30-minute unpaid lunch break, and may require occasional evening or weekend hours for meetings and events.

ESSENTIAL DUTIES

Technical

- Support environmental stewardship activities across Columbia County; engage and work with partners to identify and address local resource concerns. Partners include local residents/landowners, city, county, state and federal agencies, watershed councils, non-profit organizations, and others.
- Facilitate communication and cooperation among partners; work with current plans and developing future plans.
- Engage partners in assessment, interpretation, prioritization, and coordination of implementation strategies.
- Respond to landowner requests for assistance. Provide technical assistance regarding natural resource concerns. Communicates and works directly with landowners and operators through face-to-face contact, telephone, written correspondence, or e-mail.
- Develop conservation plans for landowners using best management practices.
- Act as a liaison between landowners and regulatory agencies as requested.
- Update internal databases and manage all relevant data including landowner contacts, reporting metrics associated with grant funding.
- Conduct field or site surveys as needed.
- Keep up to date on current research, restoration/conservation techniques, certifications, and best management practices.
- Works to implement District conservation objectives and strategies and/or collaboratively coordinate and support the goals of conservation initiatives from federal and state partners.

Administrative

- Conservation plan development and tracking.
- Grants: Write grants to obtain funding to achieve program objectives and strategies: identify funding sources and project match; develop and submit grant proposals. Responsible for successful implementation of grants and projects. Coordinate and assist District Manager on grant budgets and administration during the life of the grant.
- Solicits bids from consultants and/or contractors. Implement contracts according to the District's contracting policies and procedures. Verify and approve all contracted work.
- Coordinate the work of contractors and others during all phases of project development, implementation, and monitoring.

- Prepare monthly work reports for the District Manager.
- Meet all reporting requirements of work completed in the appropriate method to our funders and partners. Manage grant budgets, reporting requirements, and compliance with permitting within agency, district and grantor guidelines.
- Maintain effective relationships with funding organizations, partners and stakeholders, and provide updates on funding opportunities and project progress.
- Support regional water quality and soil conservation / land use initiatives by attending meetings and representing the District, attending applicable trainings, and obtaining or maintaining any necessary certifications associated with the most current scientific approaches to conservation planning.
- Participate in meetings with landowners or operators and agencies with jurisdiction over proposed activities to provide information and assist in resolving issues.
- Prepares or assist in the production of funding assistance, grant applications, contracts, grant reporting, and agreements.
- Updates and maintains program files and reports while maintaining a high standard for accuracy, completeness, and efficiency in the preparation of data entry and reports.

SECONDARY DUTIES

- Maintain positive, cooperative relationships with co-workers and conducts work responsibilities in a professional manner.
- Establishes and maintains a positive working relationship with partners, customers, vendors, coworkers, Board members, and other officials by being responsive and respectful.
- Participates in office meetings with District Manager and directors, District employees, and other agency employees to coordinate work and prioritize technical assistance needs.
- Communicate with federal, state, and local agency personnel involved in similar work to coordinate work and avoid duplication.
- Participate in meetings with landowners or managers and agencies with jurisdiction over proposed activities to provide information and assist in resolving issues.
- Conduct/assist with outreach and education events on natural resource issues, at on-site demonstrations, workshops, seminars, fairs, and conventions.
- Attend District Board Meetings, staff meetings, and trainings as required.
- Drives District owned or leased motor vehicles such as passenger vehicles, light trucks, all-terrain vehicles, vehicles with 4-wheel drive, etc.
- Other related duties as assigned.

SUPERVISORY CONTROLS

The Resource Conservationist is supervised by the District Manager and receives assignments in the form of broad functional responsibilities and overall objectives. The Resource Conservationist fulfills these duties with a high degree of independence, using own judgement and initiative to resolve many problems without supervisory consultation. Uses judgment and discretion in determining which issues or problems should be brought to the attention of the District Manager, and whether to initiate action prior to consulting the District Manager. Plans work in advance and submits general plans for review. The District Manager will be available to discuss controversial problems; however, work is reviewed in terms of success in meeting performance standard objectives.

The position acts on behalf of the District Manager and is governed by the policies of the District's Personnel Policy Manual. The District Manager conducts the performance evaluation for this position.

The Resource Conservationist does not supervise other employees.

CIVIL RIGHTS

This position will be performed in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of conservation practices applicable to natural resources conservation on rural and urban properties.
- Skilled in the collection of field data and maintaining field notes.
- Ability to direct or implement wildlife habitat enhancements that includes habitat restoration, habitat conservation and invasive species management techniques.
- Ability to provide basic guidance using available proven scientific resources from NRCS, OSU Extension and other Partners to help Cooperators manage pests, weeds, tillage, nutrients, livestock, wildlife habitat, and irrigation water applications.
- Ability to provide recommendations and design conservation practices that comply with land use/zoning restrictions on land and water use for specific parcels. When opportunities occur, inform and educate landowners about regulations and guidelines intended to prevent soil erosion and water contaminants, such as those contained in the local Area Water Quality plan (ODA).
- Ability to utilize the District's planning tools and processes to develop conservation plans that address common resource issues.
- Ability to install, or direct the installation of, common conservation practices to solve water quality and quantity related issues. Working knowledge of plant material including proper placement and maintenance.

- Ability to participate in meetings with District staff, Board Directors, and other partnering agency staff to coordinate work and prioritize the provision of technical assistance.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- Bachelor's Degree in an agricultural or natural resources-based field of study AND one year of directly related conservation planning experience; Or five years of directly related conservation planning experience including appropriate trainings and certifications.
- Proficiency using personal computer applications and programs including Microsoft Office.
- Ability to use a personal computer for information entry and retrieval, correspondence, development of data spreadsheets, graphs, and maps, and conservation practice design.
- Experience in collecting field data, especially soil and water related data, and maintaining field notes as required.
- Demonstrated project management skills including developing timelines, budgets, processing invoices, and communicating with clients, contractors, and partner agencies
- Excellent organizational, oral and written communication, and interpersonal skills.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office or in the field (see "Working Conditions" below).
- Ability to work independently and part of a team in a dynamic environment.

ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- The work includes a range of activities from extended office work to arduous field work involving working outdoors in variable weather conditions, moderate to strenuous physical exertion and long hours often in remote locations. This position is eligible to be under a hybrid work model which allows work to be done at a home office and in the District office with District Manger approval.
- To perform the duties of this position, the Resource Conservationist must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. To carry out these assigned duties, a current and valid Oregon driver's license is required.
- The Resource Conservationist shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
- Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or

implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____

Date: _____

Direct Supervisor/Manager: _____

Date: _____

The Columbia Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.



**Columbia
Soil & Water
Conservation District**

Operations and Communications Manager

Program: Administration / Outreach

Position Title: Operations and Communications Manager

Exempt/Non-exempt: Full-Time Non-exempt

INTRODUCTION

The Operations and Communications Manager supports the Columbia Soil and Water Conservation District (District) by managing administrative, communications, and outreach activities. This is a full-time, non-exempt, at-will position subject to available funding and the District's General Employment Policies..

The Columbia SWCD is a local unit of government that operates as a special district of Oregon. The District is governed by a board of locally elected directors and is funded through a permanent tax rate as well as state and federal grants.

This position requires professionalism, strong organizational and interpersonal skills, and the ability to represent the District positively in person, in writing, and on the phone. The Manager is an integral part of the District's administration and outreach team and will regularly interact with staff, the public, partner agencies, and community organizations.

Work is normally performed Monday through Friday, 9:00am – 5:00pm., including a 30-minute unpaid lunch break, and may require occasional evening or weekend hours for meetings and events.

ESSENTIAL DUTIES

Administrative

- Interface respectfully with members of the community in-person and via telephone and email.
- Monitor and manage the District's general voicemail and email accounts, responding to or directing inquiries as needed.
- Ensure storage rooms are organized, and office supplies are monitored and replenished as needed.
- Oversee an equipment inventory system, ensuring it is reviewed and updated annually.
- Coordinate routine office and facility maintenance in collaboration with the Resource Conservationist.
- Record and transcribe meeting minutes for the board of directors, budget committee, and other meetings as assigned. Ensure accuracy and timely submission for approval.

- Assist the District Manager with preparing board packets and organizing board meeting materials.
- Support the District Manager in maintaining organized electronic and paper filing systems that meet record-keeping requirements and District policy.

Communications

- Maintain consistent District branding and appearance across all publications and materials.
- Manage District social media accounts, website content, and digital presence, incorporating graphic design elements to enhance engagement and clarity.
- Collaborate with district staff and partners to develop and implement outreach strategies about natural resource topics and District programs. Outreach planning includes identifying audiences, developing key messages, implementing outreach activities, and evaluating outcomes.
- Lead the creation of District publications by editing, formatting, designing, and distributing content (Annual Report, newsletter, website, and other materials), working with the Programs & Outreach Manager to feature District program outcomes, funded projects, and partner initiatives.
- Oversee mailings related to district business (board and committee meetings, outreach events, etc.).
- Participate in outreach-focused committees/workgroups as necessary
- Partner with program and outreach staff to edit or author content for press releases and news articles for District programs as necessary.
- Work with district staff to plan and implement outreach events, providing communications support such as promotion, materials, graphic design, and event coverage.
- Promote local conservation efforts through communications support (videos, articles, designed materials, and informational content) and by assisting with public tours, workshops, and presentations.

Financial

- Assist the HR and Financial Manager with accounts payable/receivable, payroll, deposits, and fund requests as needed.
- Assist with coordinating with staff and vendors to process large orders in support of District programs and events.
- Support preparation of the annual budget and audit.
- Attend budget committee meetings and record minutes.

SECONDARY DUTIES

- Participate in staff, board, program, and partner meetings as necessary to support District operations and initiatives.
- Engage in professional development by attending in-person and virtual trainings,

conferences, and meetings as needed.

- Attend site and field visits as necessary to support project implementation, monitoring, and partner collaboration.
- Operate District-owned or leased vehicles (cars, light trucks, ATVs, 4WD) as required.
- Other related duties as assigned.

SUPERVISORY CONTROLS

The Operations and Communications Manager is supervised by the District Manager and receives assignments in the form of broad responsibilities and overall objectives. Work is performed with a high degree of independence, using sound judgment and discretion, with the District Manager available for consultation on complex or sensitive issues. Work is reviewed through regular project updates, performance evaluations, and outcome reports to ensure alignment with organizational goals and regulatory requirements.

The position acts on behalf of the District Manager as appropriate and is governed by the policies outlined in the District's Personnel Policy Manual.

CIVIL RIGHTS

This position will be performed in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- High School Diploma or G.E.D. required; bachelor's degree in communications, marketing, education, business, environmental science, or a related field preferred. Three (3) years of relevant experience may substitute for a degree.
- Experience in developing and maintaining diverse communications materials, including publications, marketing collateral, and online content.
- Office and financial management experience preferred.
- Strong communication and writing skills, including proficiency in English grammar, editing, and composition.
- Ability to work effectively with staff, partners, and the public using tact, courtesy, and sound judgment.
- Ability to understand and follow oral and written instructions and policies. Must be able to work independently, prioritize and organize work on multiple tasks, and meet deadlines.
- Ability to use a personal computer for information entry, retrieval, and correspondence is required. Must have basic proficiency with Microsoft Excel, Word, PowerPoint, Outlook, and Adobe Creative Suite.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office or in the field (see "Working

Conditions” below).

- Valid Oregon driver’s license required.

ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- Duties range from extended office work to off-site outreach events, often involving working outdoors in variable weather conditions. Occasional moderate to strenuous physical exertion and long hours may be required.
- This position is eligible for a hybrid work schedule, with duties performed at both a home office and the District office, subject to District Manager approval.
- The standard schedule is 40 hours per week, Monday through Friday, 8:30 a.m. to 4:30 p.m. Evening or weekend work may occasionally be required to accommodate meetings, events, or outreach activities.
- This position requires operating District vehicles as needed, including during daylight, evening hours, and inclement weather. A current and valid Oregon driver’s license is required.
- The Operations and Communications Manager shall perform all duties prudently and sensibly, following established protocols that ensure safety.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____ Date: _____

Direct Supervisor/Manager: _____ Date: _____

The Columbia Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The



**Columbia
Soil & Water
Conservation District**

Working Lands Conservationist

Program: Conservation

Position Title: Working Lands Conservationist

Exempt/Non-exempt: Full-Time Non-exempt

INTRODUCTION

The Working Lands Conservationist supports the Columbia Soil and Water Conservation District (District) through evaluating natural resources on rural and urban sites and creates conservation plans with specifications for habitat and stream enhancement. This is an “At-Will”, non-exempt, full-time position subject to available funding and the General Employment Policies of the District.

The Columbia SWCD is a local unit of government that operates as a special District of Oregon. The District is governed by a board of locally elected directors and is funded through a permanent tax rate, as well as state and federal grants.

The role of this position is to provide technical assistance and education to individual landowners and operators for the successful development and installation of conservation practices to conserve natural resources and enhance wildlife habitat. The Working Lands Conservationist evaluates natural resources (soil, water, animal, plant, wildlife, and cultural resources) on rural and urban sites and creates conservation plans with specifications for conservation actions that help to conserve natural resources associated with small farms. Urban conservation planning needs may also be addressed by this position. Some amount of environmental monitoring is also required, such as through stream, forest or riparian habitat assessment, pasture condition scoring, soil health assessments, photo points, and water quality monitoring.

The position requires strong project management skills; field and data management skills; the ability to work independently and as part of a team; and the ability to clearly communicate with District staff and with project partners. The Working Lands Conservationist is expected to provide superior customer service and to behave in a professional manner. Work is accomplished independently from, but may be coordinated with, OSU Extension, watershed councils, and the USDA Natural Resources Conservation Service (NRCS), and utilize NRCS resources, technical standards, and specifications where appropriate. The Working Lands Conservationist is an integral part of the district’s resource conservation planning team

Work is normally performed Monday through Friday, 9:00am – 5:00pm., including a 30-minute unpaid lunch break, and may require occasional evening or weekend hours for meetings and events.

ESSENTIAL DUTIES

Technical

- Coordinate and support environmental stewardship activities across Columbia County; engage and work with partners to identify and address local resource concerns. Partners include local residents/landowners, city, county, state and federal agencies, watershed councils, non-profit organizations, and others.
- Facilitate communication and cooperation among partners; work with current plans and developing future plans.
- Engage partners in assessment, interpretation, prioritization, and coordination of implementation strategies.
- Respond to landowner requests for assistance. Provide technical assistance regarding natural resource concerns. Communicates and works directly with landowners and operators through face-to-face contact, telephone, written correspondence, or e-mail.
- Develop conservation plans for landowners using best management practices.
- Act as a liaison between landowners and regulatory agencies as requested.
- Update internal databases and manage all relevant data including landowner contacts, reporting metrics associated with grant funding, and GIS data.
- Conduct field or site surveys as needed.
- Keep up to date on current research, restoration/conservation techniques, NRCS planner certifications, and best management practices.
- Works to implement District conservation objectives and strategies and/or collaboratively coordinate and support the goals of conservation initiatives from federal and state partners (e.g. NRCS Conservation Implementation Strategy, Environmental Quality Incentives Program, National Water Quality Initiative and ODA Strategic Implementation Area, Agricultural Water Quality Local Area Plan, and ODFW Oregon Conservation Strategy).

Administrative

- Conservation plan development and tracking.
- Grants: Write grants to obtain funding to achieve program objectives and strategies: identify funding sources and project match; develop and submit grant proposals. Responsible for successful implementation of grants and projects. Coordinate and assist District Manager on grant budgets and administration during the life of the grant.

- Solicits bids from consultants and/or contractors. Implement contracts according to the District's contracting policies and procedures. Verify and approve all contracted work.
- Coordinate the work of contractors and others during all phases of project development, implementation, and monitoring.
- Prepare monthly work reports for the District Manager.
- Meet all reporting requirements of work completed in the appropriate method to our funders and partners. Manage grant budgets, reporting requirements, and compliance with permitting within agency, district and grantor guidelines.
- Maintain effective relationships with funding organizations, partners and stakeholders, and provide updates on funding opportunities and project progress.
- Support regional water quality and soil conservation / land use initiatives by attending meetings and representing the District, attending applicable trainings, and obtaining or maintaining any necessary certifications associated with the most current scientific approaches to conservation planning.
- Participate in meetings with landowners or operators and agencies with jurisdiction over proposed activities to provide information and assist in resolving issues.
- Prepares or assist in the production of funding assistance, grant applications, contracts, grant reporting, and agreements.
- Updates and maintains program files and reports while maintaining a high standard for accuracy, completeness, and efficiency in the preparation of data entry and reports.

SECONDARY DUTIES

- Maintain positive, cooperative relationships with co-workers and conducts work responsibilities in a professional manner.
- Establishes and maintains a positive working relationship with partners, customers, vendors, coworkers, Board members, and other officials by being responsive and respectful.
- Participates in office meetings with District Manager and directors, District employees, and other agency employees to coordinate work and prioritize technical assistance needs.
- Communicate with federal, state, and local agency personnel involved in similar work to coordinate work and avoid duplication.
- Participate in meetings with landowners or managers and agencies with jurisdiction over proposed activities to provide information and assist in resolving issues.
- Conduct/assist with outreach and education events on natural resource issues, water quality, soil health, and conservation activities at on-site demonstrations, workshops, seminars, fairs, and

conventions.

- Speak at meetings of associations, agencies, schools and other groups providing information on natural resources and conservation, along with District goals, objectives and projects.
- Act as the liaison to USDA Natural Resource Conservation Service, watershed councils, and OSU Extension as assigned by the District Manager. Also represents the District Manager at meetings as requested.
- Attend District Board Meetings, staff meetings, and trainings as required.
- Drives District owned or leased motor vehicles such as passenger vehicles, light trucks, all-terrain vehicles, vehicles with 4-wheel drive, etc.
- Other related duties as assigned.

SUPERVISORY CONTROLS

The Working Lands Conservationist is supervised by the District Manager and receives assignments in the form of broad functional responsibilities and overall objectives. The Working Lands Conservationist fulfills these duties with a high degree of independence, using own judgement and initiative to resolve many problems without supervisory consultation. Uses judgment and discretion in determining which issues or problems should be brought to the attention of the District Manager, and whether to initiate action prior to consulting the District Manager. Plans work in advance and submits general plans for review. The District Manager will be available to discuss controversial problems; however, work is reviewed in terms of success in meeting performance standard objectives.

The position acts on behalf of the District Manager and is governed by the policies of the District's Personnel Policy Manual. The District Manager conducts the performance evaluation for this position.

The Working Lands Conservationist does not supervise other employees.

CIVIL RIGHTS

This position will be performed in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of conservation practices applicable to natural resources conservation on rural and urban properties.
- Knowledge of small-scale food production systems.
- Skilled in the collection of field data and maintaining field notes.
- Ability to direct or implement wildlife habitat enhancements that includes habitat restoration, habitat conservation and invasive species management techniques.
- Ability to provide basic guidance using available proven scientific resources from

NRCS, OSU Extension and other Partners to help Cooperators manage pests, weeds, tillage, nutrients, livestock, wildlife habitat, and irrigation water applications.

- Ability to provide recommendations and design conservation practices that comply with land use/zoning restrictions on land and water use for specific parcels. When opportunities occur, inform and educate landowners about regulations and guidelines intended to prevent soil erosion and water contaminants, such as those contained in the local Area Water Quality plan (ODA).
- Ability to utilize the District's planning tools and processes to develop conservation plans that address common resource issues.
- Ability to install, or direct the installation of, common conservation practices to solve water quality and quantity related issues. Working knowledge of plant material including proper placement and maintenance.
- Ability to participate in meetings with District staff, Board Directors, and other partnering agency staff to coordinate work and prioritize the provision of technical assistance.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- Bachelor's Degree in an agricultural or natural resources-based field of study AND one year of directly related conservation planning experience; Or five years of directly related conservation planning experience including appropriate trainings and certifications.
- Proficiency using personal computer applications and programs including Microsoft Office and ESRI ArcGIS.
- Ability to use a personal computer for information entry and retrieval, correspondence, development of data spreadsheets, graphs, and maps, and conservation practice design.
- Experience in collecting field data, especially soil and water related data, and maintaining field notes as required.
- Demonstrated project management skills including developing timelines, budgets, processing invoices, and communicating with clients, contractors, and partner agencies
- Excellent organizational, oral and written communication, and interpersonal skills.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office or in the field (see "Working Conditions" below).
- Ability to work independently and part of a team in a dynamic environment.

ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- The work includes a range of activities from extended office work to arduous field work involving working outdoors in variable weather conditions, moderate to strenuous physical exertion and long

hours often in remote locations. This position is eligible to be under a hybrid work model which allows work to be done at a home office and in the District office with District Manger approval.

- To perform the duties of this position, the Working Lands Conservationist must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. To carry out these assigned duties, a current and valid Oregon driver's license is required.
- The Working Lands Conservationist shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
- Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____

Date: _____

Direct Supervisor/Manager: _____

Date: _____

The Columbia Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.

COLUMBIA SWCD TEN STEP ANNUAL RANGE AND STEP SALARY CHART (40 HOUR WEEK)

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
Range 1	29,536.00	31,536.00	33,536.00	35,536.00	37,536.00	39,536.00	41,536.00	43,536.00	45,536.00	47,536.00	OA
Range 2	40,196.00	42,196.00	44,196.00	46,196.00	48,196.00	50,196.00	52,196.00	54,196.00	56,196.00	58,196.00	AA
Range 3	45,508.32	47,508.32	49,508.32	51,508.32	53,508.32	55,508.32	57,508.32	59,508.32	61,508.32	63,508.32	RS
Range 4	56,194.32	58,194.32	60,194.32	62,194.32	64,194.32	66,194.32	68,194.32	70,194.32	72,194.32	74,194.32	RC/OC
Range 5	69,022.32	71,022.32	73,022.32	75,022.32	77,022.32	79,022.32	81,022.32	83,022.32	85,022.32	87,022.32	RC/SRC
Range 6	81,850.30	83,850.30	85,850.30	87,850.30	89,850.30	91,850.30	93,850.30	95,850.30	97,850.30	99,850.30	SRC
Range 7	92,982.60	94,982.60	96,982.60	98,982.60	100,982.60	102,982.60	104,982.60	106,982.60	108,982.60	110,982.60	DM

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		October 31, 2025	
Local Government Investment Pool			\$601,659.38
US Bank Account			\$142,586.82
TOTAL CASH AVAILABLE			\$744,246.20
Local Government Investment Pool			
Balance forward			\$697,944.63
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$3,714.80		\$3,714.80
total cleared transactions		-\$100,000.05	-\$100,000.05
Ending balance as of October 31, 2025			\$601,659.38
US Bank Account			
Balance forward			\$113,588.11
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$133,282.56		\$133,282.56
total cleared Checks		-\$39,276.94	-\$39,276.94
total cleared EFT		-\$23,972.44	-\$23,972.44
total cleared Payroll		-\$41,034.47	-\$41,034.47
Ending balance as of September 30, 2025			\$142,586.82

Profit and Loss
Columbia Soil and Water Conservation District
 July 1, 2025-June 30, 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
Grant Revenue	107,913.21
Interest Earned	11,919.65
Mileage Reimbursement	522.20
Other Funds	7,650.00
Rent Income	
NRCS Rent Payments	6,981.00
Total for Rent Income	\$6,981.00
TAX LEVY	
OTHER TAXES	28.43
TAXES 2025	85,834.94
UNSEGREGATED INTEREST	56.78
YEAR 2015	6.47
YEAR 2016	10.03
YEAR 2017	8.46
YEAR 2018	34.06
YEAR 2019	39.93
YEAR 2020	77.25
YEAR 2021	2,238.74
YEAR 2022	1,473.68
YEAR 2023	1,674.88
YEAR 2024	6,878.02
Total for TAX LEVY	\$98,361.67
Total for Income	\$233,347.73
Gross Profit	
\$233,347.73	
Expenses	
LCRWC	
Contracted Services	22,582.87
Dues/Subscriptions	400.00
Materials and Supplies	168.31
Total for LCRWC	\$23,151.18

Profit and Loss
Columbia Soil and Water Conservation District
 July 1, 2025-June 30, 2026

DISTRIBUTION ACCOUNT	TOTAL
MATERIALS AND SERVICES	\$1,540.86
Bank Service Charges	145.36
Board of Directors	
Travel Expenses	
Travel Meals	5.50
Total for Travel Expenses	\$5.50
Total for Board of Directors	\$5.50
Building Operations	
Copy Machine Lease	1,916.44
Janitorial Services	2,550.00
Lawn Maintenance	1,940.00
Supplies (TP, Cleaning, etc.)	3.67
Water Delivery	219.34
Total for Building Operations	\$6,629.45
Contracted Services	
Engineering	13,908.76
Monitoring	7,432.02
Project Development	2,720.00
Project Implementation	11,367.35
Weed Spraying/Removal	15,150.00
Total for Contracted Services	\$50,578.13
CSWCD Expense	9,150.00
Dues & Subscriptions	\$60.33
Membership Dues	4,451.68
Web Subscriptions	11,180.24
Total for Dues & Subscriptions	\$15,692.25
Education & Outreach	
Entry Fees	50.60
Materials & Equipment	1,524.52
Rental Fees	-300.00
Supplies	407.06
Total for Education & Outreach	\$1,682.18
Insurance	
General Liability Ins	3,727.98
Property & Crime Ins	2,074.75
Vehicle Ins	189.75
Total for Insurance	\$5,992.48
Licenses & Fees	575.00

Profit and Loss
Columbia Soil and Water Conservation District
 July 1, 2025-June 30, 2026

DISTRIBUTION ACCOUNT	TOTAL
Marketing	1,937.65
Materials & Supplies	\$2,507.69
Expense Reimbursements	410.52
Field Equipment	561.78
IT/Computer	
Software	173.02
Total for IT/Computer	\$173.02
Office Supplies	25.73
Project Supplies	10,067.50
Weed Supplies	54.97
Total for Materials & Supplies	\$13,801.21
Meeting Expense	
Registration/Facility Fees	550.00
Total for Meeting Expense	\$550.00
Meetings, Workshops, Events	
Food/Supplies	1,365.81
Total for Meetings, Workshops, Events	\$1,365.81
Postage & Mailing	
Postage & Shipping Charges	56.11
Total for Postage & Mailing	\$56.11
Printing & Reproduction	499.92
Professional Fees	
Accountant/Bookkeeper	550.00
Consulting	3,600.00
Legal Fees	1,260.00
Newspaper Publishing	60.00
Payroll Service Fees	-650.10
Web/IT Services	20,672.39
Total for Professional Fees	\$25,492.29
Repairs & Maintenance	-\$1,450.00
Building Maintenance	9,929.32
Total for Repairs & Maintenance	\$8,479.32
Telecommunications	
Business Phones	885.46
Cell Phones	4,296.42
Internet Costs	1,384.75
Total for Telecommunications	\$6,566.63

Profit and Loss

Columbia Soil and Water Conservation District

July 1, 2025-June 30, 2026

DISTRIBUTION ACCOUNT	TOTAL
<hr/>	
Training & Conferences	
Conference Registration Fees	3,172.65
Training Registration Fees	563.80
Total for Training & Conferences	\$3,736.45
Travel Expense	
Lodging	2,337.81
Mileage Reimbursement	1,291.01
Travel Meals	185.17
Total for Travel Expense	\$3,813.99
Utilities	
Electric	1,017.55
Garbage & Recycle	229.60
Gas	97.50
Water/Sewer	445.58
Total for Utilities	\$1,790.23
Vehicle	
Gas	271.14
Total for Vehicle	\$271.14
Total for MATERIALS AND SERVICES	\$160,351.96
Payroll Expenses	
Taxes	3,295.66
Total for Payroll Expenses	\$3,295.66
PERSONNEL SERVICES	\$1,017.70
Compensation	
District Manager	47,898.10
Financial Manager	26,828.20
Operations Coordinator	30,617.76
Overtime Pay	0.00
Resource Conservationist	91,059.56
Salary Adjustments	646.40
Total for Compensation	\$197,050.02
Employer Payroll Taxes	14,511.26
Health Insurance Benefits	15,047.24
Retirement Benefits	4,410.57
Supplemental Insurance	1,937.71
Workers' Compensation	556.94
Total for PERSONNEL SERVICES	\$234,531.44
Total for Expenses	\$421,330.24
Net Operating Income	-\$187,982.51

Profit and Loss

Columbia Soil and Water Conservation District

July 1, 2025-June 30, 2026

DISTRIBUTION ACCOUNT	TOTAL
Other Expenses	0.00
Voided Checks	\$0.00
Total for Other Expenses	\$0.00
Net Other Income	\$0.00
Net Income	-\$187,982.51

Balance Sheet Summary
Columbia Soil and Water Conservation District
As of November 19, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	\$2,089,034.99
Current Assets	\$897,835.18
Bank Accounts	\$872,590.75
Accounts Receivable	-\$6,584.30
Other Current Assets	\$31,828.73
Total for Current Assets	\$897,835.18
Fixed Assets	\$1,185,883.25
Other Assets	\$5,316.56
Total for Assets	\$2,089,034.99
Liabilities and Equity	\$2,089,034.99
Liabilities	\$115,413.94
Current Liabilities	\$115,413.94
Accounts Payable	\$0.00
Credit Cards	\$0.00
Other Current Liabilities	\$115,413.94
Total for Current Liabilities	\$115,413.94
Long-term Liabilities	\$0.00
Total for Liabilities	\$115,413.94
Equity	\$1,973,621.05
Total for Liabilities and Equity	\$2,089,034.99