



## District Manager

**Job Type:** Full-time

**Date Posted** Monday July 1, 2018

**Location:** Berlin, VT

**Duration:** Indefinite

### Job Description:

#### Summary:

The Winooski Natural Resources Conservation District (WNRCD) seeks to fill its full time District Manager (DM) position in Northwest/Central Vermont. The District Manager is responsible for overseeing the day-to-day operations of the District, insuring that the mission and long-range plan are adhered to and implementing innovative programs and initiatives within the District’s four core areas. The District’s primary focus includes water quality protection through agriculture assistance, forestland enhancement, watershed stewardship and urban conservation activities. Current programs and initiatives include: providing technical assistance to farmers in the preparation of nutrient management plans (NMP), providing outreach to small livestock farmers about Required Agricultural Practices, stormwater mitigation projects, stormwater education and outreach, services such as rental of portable skidder bridges and a soil aerator, riparian restoration projects, and aquatic organism passage projects, as well as several others.

#### Geographic Region:

The Winooski Natural Resources Conservation District includes all of Chittenden County, all of Washington County and the towns of Orange, Williamstown and Washington in Orange County, Vermont. The DM will serve the entire District, and be based out of the Berlin USDA/NRCS field office. Travel to the Williston USDA/NRCS field office will be required for monthly board meetings and/or staff meetings. A telecommuting option is available.

#### Duties and Responsibilities:

The DM works for the Board of Supervisors to plan, manage, report and promote conservation work throughout the Winooski Conservation District. The DM creates and oversees the budget and project programming for the year, identifies gaps in the four core areas of work and applies for grants to address current conservation needs and grow programming. The DM works with staff to provide technical assistance and education to landowners on current legislation affecting them around water and/or soil quality, to build strong partnerships and to promote conservation work throughout the District.

#### Skills:

**The preferred candidate will have experience writing and administering grants, experience creating and managing budgets, and an understanding of, and experience with, using social media in outreach efforts and fundraising. Preference will be given to candidates with experience in public speaking and skills in adapting scientific data for public understanding.**



**Core Duties Include:**

Keep District Board of Supervisors informed of program developments and the work of staff.

**A. Technical & Programmatic**

- Work with staff to develop and implement natural resource initiatives throughout the District’s large geographical area
- Support staff in the development and implementation of effective watershed stewardship, agriculture assistance, forestland resources, and urban conservation projects, primarily in upper and mid-Winooski watershed, the Browns River watershed and the smaller Lake Champlain direct watersheds
- Work closely with partner agencies, towns, non-profit groups, and local landowners to address conservation needs in the District
- Coordinate established District conservation programs such as our annual tree sale and conservation farm and forest tours
- Attend statewide meetings, representing the needs of the Winooski NRCDC
- Develop new projects and partnerships to further the Winooski NRCDC’s conservation mission and objectives, in coordination with statewide Conservation District staff, Board of Supervisors, and partners

**B. Administrative**

- Manage workload, contracts, and personnel needs of staff
- Coordinate monthly Board meetings and provide regular reports to the Board on the status of projects, personnel, and fiscal matters
- Develop annual budget and meet regularly with the District’s bookkeeper regarding fiscal matters
- Help build organizational capacity through fundraising activities (grants, foundation support, partner match, fee for service) for conservation projects as well as support of the DM and technical staff positions
- Coordinate the biannual newsletter, annual meetings, the annual work plan, and other organizational tasks
- Maintain and update the District’s website, blog and social media platforms

**C. Personnel Management**

- Manage workload, contracts, and personnel needs of staff
- Commute to Williston NRCS/NRCDC office once a week for meetings with staff
- Organize annual performance evaluations, work plan analysis, and budget review for all staff
- Oversee District volunteers and interns

**D. Statewide Coordination**

- Attend state-wide programmatic meetings, representing the needs of the Winooski District
- Develop annual District report, attend statewide meetings as requested, and quarterly Manager meetings

**Supervision:**

The DM supervises Conservation District staff, interns, and volunteers. The DM carries out supervisory tasks as delegated by the District Board of Supervisors. Current staff includes a Conservation Specialist, a Bookkeeper and an Intern. . The DM provides direct supervision of staff and includes interviewing, hiring, and training of new staff, as well as providing yearly performance reviews of current staff to the Board of Supervisors.

**Qualifications:**

The candidate will have a background in natural resource management, environmental sciences, agriculture, engineering or other related field (BA or BS degree and a minimum of 3 years’ experience managing conservation projects). Preference will be given to candidates that have a working knowledge of current State legislation and programs affecting natural resources, including Required Agricultural Practices, basin planning, stormwater



regulations, TMDL’s, and Forestry. Candidates must have outstanding organizational and communication skills, and the ability to prioritize tasks and to work independently and collaboratively as part of a team. Preference will be given to those with experience in grant writing and administration, outreach and education and project implementation.

Candidate must be able to receive a security clearance to work within the USDA NRCS office and utilize the USDA NRCS computer system and have access to Personally Identifiable Information (PII).

**Critical Skills Needed:**

- Knowledge of Conservation Districts and of local, state and federal conservation programs;
- Attention to detail and ability to oversee multiple projects and staff concurrently;
- Map development, interpretation and experience with and knowledge of GIS;
- Self-organizing and goal setting; detail-oriented;
- Willingness to travel throughout the District and to work occasional evenings and weekends;
- Strong interpersonal, written and research skills;
- Computer Skills, including basic bookkeeping knowledge;
- Ability to work independently and as part of a team.

**Important Skills:**

- Knowledge of Vermont Required Agricultural Practices and Best Management Practices (BMPs)
- Knowledge of, and/or experience with, mitigating non-point source pollution and soil loss resulting from agricultural, stormwater and silvicultural practices;
- Knowledge of agricultural conservation and diversified agricultural practices;
- Knowledge of stormwater conservation and mitigation best management practices;
- Knowledge of or experience in conducting social marketing campaigns to identify barriers to implementing best management practices;
- Knowledge of water quality monitoring sample collection, data interpretation and data management;

**Requirements and Details of the Position:**

- Based out of the Berlin NRCS Field Office, telecommuting option available;
- Travel involved throughout the District – mileage reimbursement available. Must have access to transportation;
- Be able to pass federal security clearance;
- Ability to use Windows, Google Drive, and Microsoft Office programs (including Publisher);
- Full time position (40 hours per week), non-exempt position.
- Start date: ASAP.

**Compensation:** Equivalent to State of Vermont Employee Pay Grade 22; this is a full-time, non-exempt position, with a starting wage of \$21.77 per hour (subject to change as per State system). WNRCD employment is “at will”. The WNRCD is a subset of State government, but this position is not with the State of Vermont.

**Employee Benefits**

1. Vacation or Annual Leave – Vacation/annual leave shall accrued at a rate of 3.08 hours per bi-weekly pay period. Employee shall be entitled to 80 hours of such leave per year for each of the first three years of employment. Thereafter the amount of vacation/leave time shall be as outlined in the Employee Handbook. Provided however that no more than 40 hours of vacation/leave time can be carried forward from one fiscal year to the next.



2. Paid Holidays – New Year’s Day, Martin Luther King, Presidents Day, Town Meeting Day, Memorial Day, Independence Day, Bennington Battle Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day; one half day on December 24<sup>th</sup> and one half day on December 31<sup>st</sup>. If employee elects to work on any paid holidays they may accrue holiday leave and may use at any time. Provided however that accrued holiday must be used in the fiscal year in which it is accrued and cannot be carried over from one fiscal year to the next.
3. Paid Sick/Personal Leave – At the start date of employment and each year on the anniversary thereof the Employee shall be credited with 80 hours of sick/personal leave. Sick/Personal leave time is not accumulative and unused leave time cannot be carried over from one year to the next.
4. The Employer will match Social Security and provide Worker’s Compensation Insurance.
5. In lieu of health insurance coverage Employee will be paid an amount not to exceed \$3,500 annually as a health stipend. The stipend shall be added to the Employee’s bi-weekly salary in increments of \$134.62 provided that the Employee is entitled to the standard 80 hours of paid compensation for that pay period. If Employee is entitled to less than the standard 80 hours of paid compensation in any one pay period the stipend will be paid on a prorated basis.

**How to Apply:**

Application deadline is July 16<sup>th</sup> 2018 5pm.

Only digital applications will be accepted.

Send cover letter, résumé including 3 references and a writing sample to: [info@winooskinrcd.org](mailto:info@winooskinrcd.org)

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