

**CASCADIA CONSERVATION DISTRICT**  
**JOB DESCRIPTION**  
**for**  
**Program Director**

***Nature & Purpose of Position:***

The Program Director is responsible for guiding and directing the program management functions for the District with a professional attitude and strong commitment and loyalty to the District Board of Supervisors and its staff. The Program Director will coordinate with the District Administrator for continuity of the overall District program.

This position will be under the direction and guidance of the District Administrator and will carry out the directives of the Cascadia Conservation District Board of Supervisors.

***Major Responsibilities:***

***On behalf of the Board of Supervisors, and in coordination with the District Administrator:***

- Provide objective leadership, program guidance and coordination to help resolve natural resource management issues.
- Serve as the liaison between the District and public officials/entities, granting agencies and the media to achieve District goals, including meeting with local and state officials regarding District programs and funding opportunities.
- Represent and promote ***the District's mission and policies*** in all work related public activities, meetings, hearings and communications with the media.
- Assist with the development of Annual and Long Range Plans including grant and special programs, and coordinate all activities necessary to implement these plans and programs including developing budgets, seeking necessary funding and directing staff workload.
- Serve as supervisor to designated staff as assigned and assist the District Administrator with annual performance evaluations as requested.

***Typical Duties:***

- Provide assistance to the District Administrator with:
  - Development of the draft Annual and Long Range Plans of Work and draft budgets for review by the District Board.
  - Identifying sources and recommending action to the Board to secure operating funds for the District.
  - Coordination of the public information program including: News releases, district newsletters, tours and public appearances at civic groups, public schools, etc.
  - Implementation of cooperative agreements and/or contracts with various entities and/or individuals as necessary to fulfill District program and grant objectives.
- Develop and nurture a cooperative relationship within the District and among natural resource agencies, public officials and the media.
- Coordinate requests for District assistance with other resource agencies/entities, industry, schools and others.
- Keep abreast of federal, state and local laws, trends and issues that may affect work within the District or that the District may wish to become involved in.

- Maintain adequate records and prepare various reports.
- Supervise grant program field work.
- Maintain existing and develop new partnerships with staff from various entities to generate multi-disciplinary management, implementation and monitoring plans for priority basins identified in the District's Annual and Long Range Plans.
- Coordinate multi-agency/stakeholder committee meetings related to ongoing and future efforts to implement actions identified in resource plans and assist partner groups with implementation and monitoring.
- Direct efforts to develop and secure various permits and agreements necessary to carry out program objectives.
- Other duties as assigned.

***Minimum Qualifications:***

- A Bachelor's Degree involving a major in environmental or physical science, one of the natural sciences, planning or other closely related field and 3 years of professional level experience in program management and grant administration. Additional qualifying experience may be substituted, year for year, for education.
- Must have demonstrated ability in successfully supervising personnel, coordinating multiple programs and projects as well as working with diverse individuals and groups.
- Very strong organizational and written/verbal communication skills.
- Strong knowledge of MS Office applications (Word, Excel are essential).
- Experience working with conservation districts, Natural Resources Conservation Service and other public agencies is also beneficial.
- Must be bondable.
- Must have a valid driver's license.