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### 1.0 Job Families, Classifications, and Position Descriptions

Jobs at the East Multnomah Soil and Water Conservation District (EMSWCD) are grouped into two distinct job “families”: 1) conservation and 2) administration. The conservation job family requires experience, knowledge, education, and/or aptitude related to conservation work. The administration job family requires experience, knowledge, education, and/or aptitude related to administrative work, such as office management, facilities management, fleet management, finance and budget oversight, board and committee coordination, human resources management, information technology, and marketing/media.

Within each job family, jobs are further grouped into distinct job classification levels. The conservation job family and administration job family each have five distinct classification levels. There are parallels between the different job classification levels in each job family, as each job family includes a trainee



position, technician position, specialist position, senior position, and supervisor position. Each of these classification levels share similar responsibilities and degrees of independence. The conservation job family has one distinct job classification level, the program manager. The administration job family has one distinct job classification level, the executive director.

A description of each job classification is below. (A side-by-side comparison—in a spreadsheet format—of job classifications is available upon request). Each job classification level within each job family has a distinct pay range. The pay schedules for each job classification, which are updated annually, are found in Policy 1.5.3.

Individual job positions that may be filled by staff are determined on an annual basis through planning, reporting, evaluation, and budgeting. The need for new, different, or elimination of job positions will be proposed by the Executive Director, through a consultative process with the management team, to the Personnel Committee and eventually approved or denied by the full Board of Directors. Each individual job position will have an associated individualized job position description that will be developed by the supervisor and approved by the executive director. Job position descriptions must be reviewed and updated (if necessary) each year and signed by the employee filling the position.

### [1.1 Authorities](#)

The Executive Director has the authority to approve changes to existing job families, classifications, and position descriptions. The Executive Director also has the authority to approve new job descriptions for new job positions that have been approved by the Board of Directors.

The establishment of new job families and classifications must be approved by the Personnel Committee. If the Personnel Committee does not exist or could not be convened, the establishment of new job families and classifications must be approved by the full Board of Directors.

The establishment of new job positions must be reviewed and recommended for approval by the Personnel Committee to the full Board of Directors. The full Board of Directors must then approve new job positions. If the Personnel Committee does not exist or could not be convened, the establishment of new job positions must be proposed directly to the full Board of Directors for review and approval.

### [1.2 Employer-Employee Relationship](#)

Nothing in this document is to be construed as a contract; EMSWCD is an at-will employer.



## 2.0 Conservation Job Family – Job Classifications

### 2.1 Conservation Trainee (CT)

**Position level:**

- Entry-level, non-professional, trainee/developmental position.
- Hourly position.

**Required experience and education:**

- Little or no directly relevant work experience.
- Little or no higher education that substitutes for prior work experience.

**Required oversight:**

- Works under the close supervision senior staff and/or as part of a team which includes more senior staff.

**Required continuing training:**

- Frequent (~weekly/monthly) on-the-job training.

**Job responsibilities:**

- Performs routine tasks, which may include monitoring, data collection, field work, outreach, and reporting.

**Stakeholder responsibilities:**

- Normally interacts with constituents only when accompanied by more senior staff.

**Budget responsibilities:**

- Has no spending authority
- Provides no budget oversight.

**Supervisory responsibilities:**

- Provides no oversight of staff, teams or contractors.

**Board-related responsibilities:**

- Has no responsibilities related to the Board.



## 2.2 Conservation Technician (C1)

### **Position level:**

- Entry-level, non-professional position.
- Hourly position.

### **Required experience and education:**

- 1-2 years of related work experience, sufficient to be productive following the normal orientation process.
- At least an Associate of Arts degree in a related field.

### **Required oversight:**

- Normally works as part of a team or assists more senior staff; may occasionally work independently under the general supervision or direction of more senior staff.

### **Required continuing training:**

- Regular (~2-4x/year) on-the-job training.

### **Job responsibilities:**

- Performs routine tasks, which may include monitoring, data collection, field work, outreach, training and reporting.
- Normally implements activities, practices and/or curricula that has been previously established or designed by more senior staff.
- May occasionally develop new curricula or modify others subject to review and approval by more senior staff.

### **Stakeholder responsibilities:**

- May interact with constituents but is not normally the initial or primary contact.

### **Budget responsibilities:**

- Has minimal spending authority (see fiscal policies and procedures for most recent limits).
- Provides no budget oversight.

### **Supervisory responsibilities:**

- Provides no staff supervision; may provide some team leadership if the senior member of a team; may provide some oversight of contractors.

### **Board-related responsibilities:**

- Has minimal responsibilities related to the Board.



## 2.3 Conservation Specialist (C2)

### **Position level:**

- Mid-level, professional position.
- Hourly or salary position.

### **Required experience and education:**

- 3-4 years of directly related work experience, sufficient to be productive with minimal orientation.
- At least a 4-year degree in a related field.

### **Required oversight:**

- Often works independently or as part of a team under the general supervision of more senior staff.

### **Required continuing training:**

- Occasional (~1-2x/year) on-the-job training.

### **Job responsibilities:**

- Performs routine tasks, which may include monitoring, data collection, field work, outreach, training and reporting.
- Is typically expected to follow courses of action prescribed by senior staff, a considerable latitude is given due to position's experience, expertise and judgment.
- May occasionally lead the recommendation, development, coordination and implementation of conservation practices, programs or materials.
- May provide conservation information and outreach services.
- May serve as a resource in a particular conservation subject area.

### **Stakeholder responsibilities:**

- May serve routinely as the primary contact for constituents.

### **Budget responsibilities:**

- Has project level spending authority (see fiscal policies and procedures for most recent limits).
- Provides oversight of project-level budgets.

### **Supervisory responsibilities:**

- May be responsible for leading staff teams and supervising the work of seasonal/temporary employees, interns, volunteers, and contractors.

### **Board-related responsibilities:**

- May occasionally provide reports to the Board on subject-area specialty.



## 2.4 Senior Conservationist (C3)

### **Position level:**

- Senior-level, professional position.
- Salary position.

### **Required experience and education:**

- 5-6 years of directly related work experience, sufficient to be productive with no or little orientation.
- At least a 4-year degree in a related field. A Master degree in a related field preferred.
- At least 40 hours of technical training in the subject area of position.

### **Required oversight:**

- Typically works independently with general oversight provided by senior staff.

### **Required continuing training:**

- At least 40 hours annually of professional-level skill refresher training.

### **Job responsibilities:**

- Provides technical advice to land owners, land managers, developers, planners, policy makers, constituent groups, partner groups, workshop and training participants, and residents.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, projects or materials.
- Has considerable reporting and outreach/training responsibilities.
- Is a subject-area expert in at least one area of EMSWCD operations.

### **Stakeholder responsibilities:**

- Is normally the primary contact for constituents when addressing highly technical matters.

### **Budget responsibilities:**

- Has project level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing project and program budgets, fundraising and grant management.

### **Supervisory responsibilities:**

- May be responsible for leading staff teams and occasionally supervising the work of 1-2 staff, seasonal/temporary employees, interns, volunteers, and contractors.

### **Board-related responsibilities:**

- Often provides reports to the Executive Director and Board on subject-area specialty.



## 2.5 Conservation Program Manager (C4)

### **Position level:**

- Senior-level, professional position.
- Salary position.

### **Required experience and education:**

- 5-6 years of directly related work experience, sufficient to be productive with no or little orientation.
- At least a 4-year degree in a related field. A Master degree in a related field preferred.
- At least 40 hours of technical training in the subject area of position; at least 40 hours of professional-level program/project management training.

### **Required oversight:**

- Typically works independently with general oversight provided by senior staff.

### **Required continuing training:**

- At least 40 hours annually of professional-level skill refresher training.

### **Job responsibilities:**

- Responsible for the development and/or implementation (including planning, budgeting and effectiveness monitoring), for a standalone EMSWCD program.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, programs, policies or materials.
- Has considerable reporting and outreach/training responsibilities.
- Is a subject-area expert in at least one area of EMSWCD operations.

### **Stakeholder responsibilities:**

- Is normally the primary contact for constituents when addressing highly technical matters; collaborates with EMSWCD partners.

### **Budget responsibilities:**

- Has program level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing stand-alone program budgets, fundraising and grant management.

### **Supervisory responsibilities:**

- May be responsible for leading staff teams and supervising the work of 1-2 staff, seasonal/temporary employees, interns, volunteers, and contractors.

### **Board-related responsibilities:**

- Often provides reports to the Executive Director and Board on program-area specialty.



## 2.6 Conservation Program Supervisor (C5)

### **Position level:**

- Senior-level, professional position.
- Salary position.

### **Required experience and education:**

- 7-8 years of directly related work experience, sufficient to be productive with no or little orientation.
- At least a 4-year degree in a related field. A Master degree in a related field preferred.
- At least 40 hours of technical training in the subject areas of position; at least 40 hours of professional-level program/project management training; at least 40 hours of professional-level leadership/supervisory training.

### **Required oversight:**

- Works independently with periodic oversight provided by the Executive Director.

### **Required continuing training:**

- At least 40 hours annually of professional-level skill refresher training.

### **Job responsibilities:**

- Responsible for managing a multi-faceted EMSWCD programmatic unit, including planning, budgeting, effectiveness monitoring and adaptation, and proposing policy changes.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, programs, policies or materials.
- Has considerable reporting and outreach/training responsibilities.
- Requires program-specific expertise in two or more aspects of the EMSWCD's work.
- Serves on EMSWCD's Management Team with other Program Supervisors and the Executive Director.
- Serves in the Executive Director's stead as requested.

### **Stakeholder responsibilities:**

- Is the primary contact for program-related partnerships.

### **Budget responsibilities:**

- Has program level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing multi-faceted program budgets, fundraising and grant management.

### **Supervisory responsibilities:**

- Responsible for supervising 2-7 staff, including staff recruitments, evaluation, development/coaching and instruction regarding procedures, policies rules and expectations; responsible for the oversight of multiple contractors.
- May be responsible for leading staff teams and supervising the work of seasonal/temporary employees, interns, volunteers, and contractors.

### **Board-related responsibilities:**

- Frequently interacts with and reports to the Executive Director and the EMSWCD's Board.





### 3.0 Administration Job Family – Job Classifications

#### 3.1 Administrative Trainee (AT)

**Position level:**

- Entry-level, non-professional, trainee/developmental position.
- Hourly position.

**Required experience and education:**

- Little or no directly relevant work experience.
- Little or no higher education that substitutes for prior work experience.

**Required oversight:**

- Works under the close supervision senior staff and/or as part of a team which includes more senior staff.

**Required continuing training:**

- Frequent (~weekly/monthly) on-the-job training.

**Job responsibilities:**

- Performs routine tasks, which may include minor administrative support, facilities care, and outreach material preparation.

**Stakeholder responsibilities:**

- Normally interacts with constituents only when accompanied by more senior staff.

**Budget responsibilities:**

- Has no spending authority.
- Provides no budget oversight.

**Supervisory responsibilities:**

- Provides no oversight of staff, teams or contractors.

**Board-related responsibilities:**

- Has no responsibilities related to the Board.



### 3.2 Administrative Technician (A1)

**Position level:**

- Entry-level, non-professional position.
- Hourly position.

**Required experience and education:**

- 1-2 years of related work experience, sufficient to be productive following the normal orientation process.
- At least an Associate of Arts degree in a related field.

**Required oversight:**

- Works as part of a team or assists more senior staff; may occasionally work independently under the general supervision or direction of more senior staff.

**Required continuing training:**

- Regular (~2-4x/year) on-the-job training.

**Job responsibilities:**

- Provides general administrative and program support.
- May manage buildings and other infrastructure, vehicles and equipment, and supplies.

**Stakeholder responsibilities:**

- May interact with constituents but is not normally the initial or primary contact.

**Budget responsibilities:**

- Has minimal spending authority (see fiscal policies and procedures for most recent limits).
- Provides no budget oversight.

**Supervisory responsibilities:**

- Provides no staff supervision; may provide some team leadership if the senior member of a team; may provide some oversight of contractors.

**Board-related responsibilities:**

- May provide support to the Board, preparing public notices, taking minutes, preparing the board room and facilities.



### 3.3 Administrative Specialist (A2)

**Position level:**

- Mid-level, professional position.
- Hourly or salary position.

**Required experience and education:**

- 3-4 years of directly related work experience, sufficient to be productive with minimal orientation.
- At least a 4-year degree in a related field.

**Required oversight:**

- Often works independently or as part of a team under the general supervision of more senior staff.

**Required continuing training:**

- Occasional (~1-2x/year) on-the-job training.

**Job responsibilities:**

- Provides general administrative and program support.
- Responsibilities may include routine clerical tasks such as filing, phoning, typing etc. as well as developing systems for improved work flow and efficiency.
- Tasks may include managing infrastructure and equipment, public notices, taking minutes etc.
- Has decision-making authority for some tasks.
- Excellent working knowledge of EMSWCD operations and is able to significantly contribute to both staff and Board Director effectiveness.

**Stakeholder responsibilities:**

- May serve routinely as the primary contact for constituents.

**Budget responsibilities:**

- Has project level spending authority (see fiscal policies and procedures for most recent limits).
- Provides oversight of project-level budgets.

**Supervisory responsibilities:**

- May be responsible for leading staff teams and supervising the work of seasonal/temporary employees, interns, volunteers, and contractors.

**Board-related responsibilities:**

- May provide support to the Board, preparing public notices, taking minutes, preparing the board room and facilities.



### 3.4 Senior Administrator (A3)

**Position level:**

- Senior level.
- Salary position.

**Required experience and education:**

- 5-6 years of directly related work experience, sufficient to be productive with no or little orientation.
- At least a 4-year degree in a related field. A Master degree in a related field preferred.
- At least 40 hours of technical training in the subject area of position.

**Required oversight:**

- Typically works independently with general oversight provided by senior staff.

**Required continuing training:**

- At least 40 hours annually of professional-level skill refresher training.

**Job responsibilities:**

- Tasks may include managing the EMSWCD's benefits system, maintaining personnel files, responsibility for infrastructure, equipment and supplies, managing contracts on behalf of the EMSWCD and representing the EMSWCD in negotiations with vendors and contractors.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of administrative practices, projects or materials.
- High degree of responsibility as well as advanced administrative skill.
- Excellent working knowledge of EMSWCD operations and is able to significantly contribute to both staff and Board Director effectiveness.
- Specific job knowledge, organizational and communication skills.

**Stakeholder responsibilities:**

- Is normally the primary contact for constituents.

**Budget responsibilities:**

- Has program level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing project and program budgets.

**Supervisory responsibilities:**

- May be responsible for leading staff teams and occasionally supervising the work of 1-2 staff, seasonal/temporary employees, interns, volunteers, and contractors.

**Board-related responsibilities:**

- Often provides reports to the Executive Director and Board on administrative matters.



### 3.5 Administrative Program Supervisor/Chief of Finance & Operations (A4)

**Position level:**

- Senior level, professional position.
- Salary position.

**Required experience and education:**

- 7-8 years of directly related work experience, sufficient to be productive with no or little orientation.
- Higher education (at least a 4-year degree; a Master degree preferred) in accounting and/or finance; CPA preferred.
- At least 40 hours of technical training in the subject areas of position; at least 40 hours of professional-level program/project management training; at least 40 hours of professional-level leadership/supervisory training.

**Required oversight:**

- Works independently with periodic oversight provided by the Executive Director.

**Required continuing training:**

- At least 40 hours annually of professional-level skill refresher training.

**Job responsibilities:**

- Responsible for managing a multi-faceted EMSWCD programmatic unit, including financial and budgetary management, human resources, board preparation and hosting, marketing and media, information technology, office management, facilities management, contracting and policy changes.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, programs, policies or materials.
- Has considerable reporting and outreach/training responsibilities.
- Requires program-specific expertise in two or more aspects of the EMSWCD's work.
- Serves on EMSWCD's Management Team with other Program Supervisors and the Executive Director.
- Serves in the Executive Director's stead as requested.

**Stakeholder responsibilities:**

- Is the primary contact for program-related partnerships.

**Budget responsibilities:**

- Has program level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing multi-faceted program budgets, fundraising and grant management.

**Supervisory responsibilities:**

- Responsible for supervising 2-7 staff, including staff recruitments, evaluation, development/coaching and instruction regarding procedures, policies rules and expectations; responsible for the oversight of multiple contractors.
- May be responsible for leading staff teams and supervising the work of seasonal/temporary employees, interns, volunteers, and contractors.

**Board-related responsibilities:**

- Frequently interacts with and reports to the Executive Director and the EMSWCD's Board.



### 3.6 Executive Director (A5)

**Position level:**

- Executive level, professional position.
- Salary position.

**Required experience and education:**

- 7-8 years of directly related work experience, sufficient to be productive with no or little orientation.
- Higher education (at least a 4-year degree; a Master degree preferred).
- At least 40 hours of technical training in the subject areas of position; at least 40 hours of professional-level program/project management training; at least 40 hours of professional-level leadership/supervisory training.

**Required oversight:**

- Works independently.

**Required continuing training:**

- At least 40 hours annually of professional-level skill refresher training.

**Job responsibilities:**

- Reports to the Board of Directors; works directly and frequently with the Board Chair and other board members to establish and implement board/committee meetings and related actions.
- Serves as the primary liaison between the Board of Directors and staff.
- Responsible for establishing strategic goals and implementing actions to achieve the goals.
- Responsible for establishing policies and procedures.
- Responsible for all aspects of EMSWCD programmatic units, focusing on providing leadership for program supervisors.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, programs, policies or materials.
- Requires program-specific expertise in two or more aspects of the EMSWCD's work.
- Serves on EMSWCD's Management Team with the program supervisors.

**Stakeholder responsibilities:**

- Is the primary contact for EMSWCD-wide partnerships.

**Budget responsibilities:**

- Has district level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for oversight of multi-faceted program budgets, fundraising and grant management.

**Supervisory responsibilities:**

- Responsible for supervising 2-7 staff, including staff recruitments, evaluation, development/coaching and instruction regarding procedures, policies rules and expectations; responsible for the oversight of multiple contractors.

**Board-related responsibilities:**

- Frequently interacts with and reports to the EMSWCD Board of Directors.