



## RURAL LANDS PROGRAM SUPERVISOR JOB DESCRIPTION

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### **Position Overview:**

The Rural Lands program supervisor is responsible for all aspects of program development, budgeting, planning, reporting, administration, and supervision for the Rural Lands program. The Rural Lands Supervisor manages a team of seven. The primary charge of the Rural Lands program supervisor is to guide and implement rural programs and projects that focus on water quality and habitat improvements, technical and financial assistance for landowners, invasive weed control, land conservation and land access, new farmer development, and climate change adaptations.

**Classification:** Exempt (Salaried, not eligible for overtime) /Averages 40 hrs/wk

**Reports To:** Executive Director

### **Primary Responsibilities:**

#### Program Management (40%)

- Lead, guide and assist with program development, planning, reporting, and the implementation for all Rural Lands-related activities.
- Support the Rural Lands team in developing annual program benchmarks and associated workplans that advance the organization's three strategic pillars: Soil and Water Health, Climate Action and Equity.
- Develop and manage program-related budgets; approve and track program expenditures and activities, ensuring that they fall within budget and scope.
- Advance strategic goals and respond to District opportunities through collaboration with partners, agricultural producers, leadership and staff.
- Process invoices, prepare and implement contracts.
- Partner with external entities to promote and provide community support for EMSWCD programs.
- Identify natural resource concerns in the EMSWCD's service area.
- Coordinate with the District's internal Outreach and Engagement team on campaigns and strategies to promote programs and resource conservation activities.
- Oversee, lead or assist with group meetings and workshops to inform organizational leaders, agricultural producers, and rural land user groups about program-related problems and solutions.

### Staff Supervision and Leadership (40%)

- Recruit, train, supervise, mentor, evaluate, and hold staff accountable.
- Establish and lead the Rural Lands staff team, creating cohesion, coordination, communication, and collaboration.
- Establish staff annual work plans and conduct annual performance reviews.
- Hold 1x1 meetings and team meetings with staff to provide thought partnership, direction and feedback.
- Review and approve staff work products and attend project meetings.
- Ensure appropriate inter and intra-program coordination and collaboration.
- Assess challenges, make recommendations, and respond to situations as they arise and maintain open and timely communication.

### Organizational Leadership (20%)

- Serve on EMSWCD leadership team; collaborate closely with other program supervisors; and prepare for and present at EMSWCD Board and committee meetings.
- Actively participate and contribute to equity-related efforts/tasks; Apply equity and accessibility lens to all work plan tasks.
- Active participation in team and organization-wide staff meetings by sharing information and seeking feedback.

### **Other Responsibilities:**

- Other duties as assigned by the Executive Director
- Comply with EMSWCD policy, state, federal and local requirements.

### **Required Knowledge, Skills, & Abilities:**

- Proven track record of successful team leadership and supervision of people.
- Knowledge of a wide range of conservation principles, methods, and techniques sufficient to assess, analyze, and evaluate resources and program practices.
- Demonstrated ability to communicate soil and water-related problems and conservation practices and represent program to external audiences.
- Demonstrated ability to communicate and work effectively with people of diverse social, cultural, generational, economic, racial and gender identities.
- Ability to perform administrative, program design, development, and reporting activities.
- Excellent organizational, time management, and project management skills.
- Demonstrated commitment to the principles of diversity, equity, and inclusion.
- Proactive, non-violent communication skills.

### **Not necessary but helpful:**

- Knowledge of the roles of SWCDs, watershed councils, conservation organizations, natural resource agencies, and community organizations.

- Skill in clearly presenting facts and data to justify the rationale for specific recommendations and alternatives.

**Minimum Qualifications:**

- At least five years of direct staff management of three or more people.
- Conservation or natural resource related program management experience.
- At least five years of professional experience including program leadership, project management, budget management, and staff supervision.

A combination of equivalent lived experience and/or related professional work may be considered.

**Working Conditions/Physical Requirements:**

The person in this position is required to travel, participate in conferences, give presentations internally and externally, and may work evenings and weekends to meet project deadlines, attend events, and complete position responsibilities.

Use of EMSWCD vehicles for work purposes may be available. A valid driver's license and driving record which meets EMSWCD insurance standards is required.

Work is usually performed in an indoor office environment with long periods at a desk.

Work in an outdoor environment may be required. The employee may be subject to inclement weather as part of conducting required activities.

The employee must be able to move about the facility to communicate with staff members. Must occasionally lift and/or move up to 25 pounds.

The EMSWCD office is the primary work location for this position; and is a smoke-free and drug-free environment. Work is to be conducted primarily from the EMSWCD facilities, or specific work site locations identified by EMSWCD.

The individual who holds or desires the position must be able to perform all tasks and responsibilities in this job description unaided or with the assistance of reasonable accommodation. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.