



Personnel Committee Meeting Agenda

East Multnomah Soil and Water Conservation District

(April 16, 2025)

Wednesday, April 23, 2025, 5:00 – 6:00 PM

To be held virtually <https://meet.goto.com/EastMultSWCD/personnelcommitteemeeting>

Toll Free: [1 877 309 2073](tel:18773092073) US: [+1 \(571\) 317-3129](tel:+15713173129) Access Code: 458-561-837

AGENDA

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet
1	5:00 5 min	Welcome and meeting called to order: <ul style="list-style-type: none">• Introductions• Review/revise agenda• Review and Approve October 2024 Meeting Minutes	Information/ Decision	Zimmer-Stucky	a) 10/21/2024 Meeting Minutes
2	5:05 20 Mins	Executive Director Evaluation <ul style="list-style-type: none">• Compare Staff and ED Evaluation Forms• Review Process & Timeline	Discussion/ Decision	Zimmer-Stucky/ Beamer	a) Staff Evaluation Form b) ED Evaluation Form – markup c) Executive Director Job Description
3	5:25 30 mins	Rural Lands Sr. Conservationist – Weeds Job Description Updates	Discussion/ Decision	Beamer	a) Healthy Habitats Program Memo b) RL Healthy Habitat Program Manager Job Description
CLOSING ITEMS					
4	5:55 5 min	<ul style="list-style-type: none">• Announcements and reminders• Action items• Adjourn meeting	Information	Masterson	N/A



Personnel Committee Meeting Agenda

East Multnomah Soil and Water Conservation District

(April 3, 2025)

Wednesday, April 23, 2025, 5:00 – 6:00 PM

To be held virtually <https://meet.goto.com/EastMultSWCD/personnelcommitteemeeting>

Toll Free: [1 877 309 2073](tel:18773092073) US: [+1 \(571\) 317-3129](tel:+15713173129) Access Code: 458-561-837

EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees		
Members	Positions	Officers	Budget	Land Legacy	Personnel
Mary Columbo	Director - Zone 1	Treasurer	X	X	X
Laura Masterson	Director - Zone 2		X	X	X
Mike Guebert	Director - Zone 3	Secretary	X	X	
Ramona DeNies	Director - At-Large 1	Vice Chair	X	X	X
Jasmine Zimmer-Stucky	Director - At-Large 2	Chair	X	X	X
Upcoming Schedule					
FY24-25	2024	July	1	22	15
		August	5		
		September	4	23	
		October	7		x
		November	4	x	
		December	2		
	2025	January	16	27	20
		February	3		
		March	3	24	
		April	7		24
		May	5	19	
		June	2		

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10/21/2024

East Multnomah Soil and Water Conservation District
EMSWCD PERSONNEL COMMITTEE MEETING FINAL MINUTES

Monday, October 21, 2024

5:03 pm- Call to Order

Zimmer-Stucky, in Masterson's absence, called to order the EMSWCD Personnel Committee meeting at 5:03pm on Monday, October 21st, 2024, online via GoToMeetings.

5:03 pm- Introductions, Review/revise agenda, Review previous action items.

Attendees conducted introductions for the record.

Board members: Laura Masterson (Zone 2 Director, Committee Chair), Jasmine Zimmer-Stucky (At-Large 2 Director), Mike Guebert (Zone 3 Director), Jim Carlson (At-Large 1 Director, Treasurer)

Staff present: Kelley Beamer (Executive Director), Julie DiLeone (Rural Lands Program Supervisor), Dan Mitten (Chief of Finance & Operations), Asianna Fernandez (Executive Assistant)

Guests: N/A

5:02 pm- Agenda Changes: N/A

Previous Action Items:

- **Fernandez** to add Agenda items regarding the Veteran Policy in the Employee Handbook and a Third-Party Partner policy (pertaining to Compensation Connections) to the next Personnel Committee Meeting.

5:03 pm- Approval of minutes

MOTION: Guebert moved to approve the April 22, 2024, Personnel Committee meeting minutes. **Carlson 2nd. Motion passed unanimously (3-0, Masterson absent).**

5:04 pm- EMSWCD Employee Handbook Updates

Mitten The last time the EMSWCD Employee Handbook had been approved by the Board was in August 2023. At our April 2024 Personnel Committee Meeting, we went over several Employee Handbook items including increasing the staff vacation allowance from two weeks to three weeks per year for new staff members, and from two weeks to three and a half weeks per year for employees who have been here for two to five years. There was a discussion about some of the dynamics of the Handbook changes themselves. The three changes include:

- Page 36: Vacation Leave Accrual Tier
- Page 40: Veteran Employees' floating holiday for Veteran's Day. The paragraph doesn't make sense as all staff get Veteran's Day as a paid floating holiday already. Striking it from the handbook entirely.
- Page 36: Third party compensation analysis. A note for clarification of the policy was added.

Any time there's a compensation review, someone gets hired or promoted, all the information will go to a market-based analysis to determine the wages with a third party. We currently work with Compensation Connections, but we don't want to name them in the handbook in case we move forward with a new company at any time.

Masterson arrived at 5:07pm.

MOTION: Carlson moved to recommend the changes to the Employee Handbook as presented to the Board of Directors. **Masterson 2nd. Motion passed unanimously (4-0).**

5:06 pm- Recommended Executive Director Performance Evaluation Process

Beamer This topic is being brought up in order to codify and clarify the steps of the Executive Director

10/21/2024

review process. This includes a nine-step process, a timeline, and each person's role.

- The Board is in charge of the Executive Director annual review.
- The Executive Director annual review criteria resemble the Staff annual review criteria.
- June: The Board appoints a member to be the point of contact during the review process.
 - This member also reviews the process and makes any necessary changes to the evaluation form.
 - This member also works with staff to secure the third-party HR professional who will then collect the feedback from Staff, the Board, and the ED's self-evaluation.
- July: The Executive Director conducts a self-evaluation.
- August: The third-party HR contractor compiles the self-evaluation and Staff and Board feedback to present to the Board of Directors in September at a Special Board Meeting under Executive Session.
- September: The Board Chair, proxy, or full Board will meet with the Executive Director to discuss the results.
- All evaluation documents get sent to the CFO for filing.

Beamer and Mitten have been compiling information from review processes of other SWCDs to keep industry standard in mind.

Masterson If we want to make any changes to the process, this would be the moment to consider that.

Zimmer-Stucky The timeline is very helpful, with no proposed changes for the process, but she has some thoughts about the actual ED evaluation form.

Beamer The performance evaluation form mirrors the Staff evaluation form, but with one change: Staff do not fill out a one to five question quantitative self-evaluation.

Zimmer-Stucky The staff and ED are moving towards having more defined work plans and goals, and annual reviews can also be a chance to reflect on and compare what staff wanted to get done, and how they did so or why it was replaced with something else. This could be a space to address what did the organization wanted to get done this year, and where did the District, as a whole, land in completing those objectives? She sees the ED evaluation also as an overarching answer to how the organization is doing.

Guebert When we send out the questionnaire for Staff and Board feedback on the ED's performance, are we asking different questions to each group? He would like the two questionnaires be included in this packet for the ED evaluation for future documentation.

Zimmer-Stucky The Board gets questions about the major job description topics, but both Board and Staff get the questions about teamwork, communication, dependability, follow-through, demonstration of commitment, etc. The scoring is a little different for each group.

Masterson agrees with Guebert and would also like to see a timeline documented as well.

Zimmer-Stucky In April, the Board could choose the Board member who will lead the process, in May's Board meeting, the process could be solidified, and then from May to June, the lead will be able to make any last minute changes to the process. If this is too close to the process, we could start this in January instead of April. Starting this process in January would allow for Board to catch up if the staff evaluation changed within that time as well.

Masterson If we're writing a timeline, any conversation about proposed changes should start in January, so they can be solidified by April.

The Committee agreed.

Zimmer-Stucky summarized the estimated timeline for the ED Annual Review process:

- Calendar Q1 (January) Personnel Committee Meeting: Board appoints point person for the process.
- Calendar Q2 PC (April) Personnel Committee Meeting: Any changes to the process would be finalized.

Masterson How does this new timeline line up with the Leadership Team evaluation process? And from the

10/21/2024

previous years, there were changes that didn't end up going through. What were those?

Mitten It was changes to the Board's form regarding the equity question and ranking numerically.

Final Timeline:

- January: Personnel Committee meets to review and discuss the process. Create recommendations to the full Board for the point person of the process.
- February: The Board appoints a point person at the Board Meeting.
- April: At the Personnel Committee meeting, the committee reviews any changes to the process and form to make a recommendation to the full Board.
- May: The Board approves the process and form.

Action Item: Mitten & Beamer to update the ED Evaluation Process Timeline and memo for the November Board Meeting.

MOTION: Guebert moved to recommend the proposed Executive Director Annual Evaluation nine-step process and calendar to the full Board with the changes made in this meeting. Carlson 2nd. Motion passed unanimously (4-0).

5:49pm Closing Items

Guebert There's a documentary being shown Downtown tonight, made on his friend's farm who he mentored, he's part of the film, and there will be a Q&A after.

Action Items:

- **Mitten & Beamer** to update the ED Evaluation Process Timeline and memo for the November Board Meeting.

5:50pm- Adjournment

Zimmer-Stucky adjourned the meeting at 5:50 pm.

EMSWCD

Annual Performance Evaluation

EMPLOYEE:

POSITION:

SUPERVISOR:

DATE OF REVIEW:

REVIEW PERIOD:

When evaluating performance, please use this language as your guide:

- What are you doing well?
- What areas could use more attention/improvement?

(Prior to sending supervisor inserts major responsibility categories from your work plan and/or job description). Please provide a brief summary with specific examples if applicable, in the space below each category question.

(Enter major job responsibility category from Work Plan or Job Description)

Examples:

(Enter major job responsibility category from Work Plan or Job Description)

Examples:

(Enter major job responsibility category from Work Plan or Job Description)

Examples:

(Enter major job responsibility category from Work Plan or Job Description)

Examples:

(Enter major job responsibility category from Work Plan or Job Description)

Examples:

Teamwork Develops and nurtures working relationships and collaborations with staff, community partners, business partners, and board members.

Examples:

Communication Verbal and written communications with staff, community partners, business partners, and board members is accurate, clear, and transparent.

Examples:

Demonstrates Commitment to EMSWCD's Equity Action Goals Prioritizes equity learning, advances work in Equity Action Plan, participates fully in small group meetings, brings equity learnings into programmatic work and relationship-building.

Examples:

Dependability & Follow Through Reliable and dependable in performing job-related tasks, finishing assigned projects, meeting deadlines, following through on commitments.

Examples:

FORWARD LOOKING: This section moves away from performance evaluation and shifts toward goal setting and relationship-building for the coming year.

Equity Action Goals: Identify 1-3 Equity Goals for your work plan in the coming fiscal year.

Are there any aspects of your job that could be improved or better help us reach EMSWCD goals if they were shifted/alterred/redirected?

Professional Development Goals and proposed pathways

Desired Training and proposed pathways

For Staff Input Only: How can your supervisor better support you?

Additional Feedback

Signatures

Employee:

Date:

Note: this signature only indicates receipt of the review; not agreement

Manager:

Date:

EMSWCD

Annual Performance Evaluation

EMPLOYEE: Kelley Beamer

POSITION: Executive Director

MANAGER: Board of Directors

DATE OF REVIEW:

REVIEW PERIOD: 02/01/2024 to 8/01/2024 - 6-month evaluation

RATING KEY:

- 5 - Employee greatly exceeds requirements in this area
- 4 - Employee exceeds requirements in this area
- 3 - Employee meets basic requirements in this area
- 2 - Employee needs improvement in this area
- 1 - Employee needs significant improvement in this area

When evaluating performance, please use this language as your guide and provide specific examples:

- What are you doing well?
- What areas could use more attention/improvement?

Organizational Leadership



1 2 3 4 5

Examples:

Personnel and Organizational Management

1 2 3 4 5

Examples:

Fiscal Management

1	2	3	4	5
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Examples:

Board Management

1	2	3	4	5
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Examples:

Reporting

1	2	3	4	5
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Examples:

Success in Completing District Work Plan and Annual Work Plan

1	2	3	4	5
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Examples:

Teamwork Develops and nurtures working relationships and collaborations with staff, sponsors, community partners, and board members.

1	2	3	4	5
---	---	---	---	---

Examples:

Communication Verbal and written communications with staff, sponsors, board members, and business partners is accurate, clear, and transparent.

1 2 3 4 5

Examples:

Dependability & Follow Through Reliable and dependable in performing job-related tasks, finishing assigned projects, meeting deadlines. Follows through on commitments.

1 2 3 4 5

Examples:

Demonstrates Commitment to EMSWCD Mission and Goals

1 2 3 4 5

Examples:

FORWARD LOOKING: This section moves away from performance evaluation and shifts toward goal setting and relationship-building for the coming year.

Equity Action Goals: Identify 1-3 Equity Goals for your work plan in the coming fiscal year.

Professional Development Goals and proposed pathways

Desired Training

For Staff Input Only: How can the board better support you?

Additional Feedback

Signatures

Employee:

Date:

Note: this signature only indicates receipt of the review; not agreement

Board Chair:

Date:



EXECUTIVE DIRECTOR JOB DESCRIPTION

Position Overview:

As the leader of EMSWCD, the Executive Director is responsible for the overall implementation of the strategic plan initiatives and annual goals. Prioritizing open and collaborative leadership with the elected board of directors and staff is key. A focus on Diversity, Equity, and Inclusion (DEI) in conservation work, as well as deep commitment to responding to the impacts of climate change on water, land, and people are also key elements of success for this position. The Executive Director will continue to grow a culture of trust and accountability for the organization and its constituents.

Classification: 1.0 FTE; Non-Exempt

Reports to: EMSWCD Board of Directors

Primary Responsibilities:

Organizational Leadership (25%)

- Facilitate strategic planning and continue to grow a culture of trust, engagement, and learning.
- Foster mutually beneficial relationships with a broad range of current and future partners, including:
 1. Farmers and rural landowners.
 2. Conservation partners.
 3. Local and statewide government entities.
 4. Community benefit organizations.
 5. BIPOC (Black, Indigenous, and People of Color) and other marginalized groups.
- Work with the Board and staff to ensure the implementation of the strategic plan, annual work plan, equity plan, and other organizational plans. Ensure accountability for their implementation.
- Work with the Board and staff to identify ways to increase organizational capacity and effectiveness.
- Represent and promote the work of EMSWCD to public and partner organizations.
- As appropriate, serve as primary contact for media and the public.
- Actively participate and contribute to equity-related efforts.

Personnel and Organizational Management (25%)

- Establish an open, transparent, and inclusive work environment.
- Facilitate conversations and decisions that focus on community engagement and program execution to meet organizational metrics, where appropriate.
- Supervise staff members directly and indirectly. Position includes the authority to make hiring and discipline decisions.
- Engage Leadership Team members in building cohesive management and inclusive decision-making that further the work of the organization.
- Identify staff development opportunities and provide coaching, training, and mentoring opportunities as appropriate.
- Provide oversight for recruitment, selection, and orientation of new staff.
- Conduct performance reviews of the Leadership Team; ensure that all staff reviews are carried out according to District policy.
- Ensure the District meets all local, state, and federal personnel and safety laws.
- Ensure maintenance of personnel files and job descriptions.
- Recommend updates and changes to personnel policies and procedures as needed.

Fiscal Management (20%)

- In collaboration with finance staff, ensure budget development for EMSWCD operations is reflective of EMSWCD values.
- Work with Leadership Team to ensure that the entire budget is in keeping with the Board's direction and that sufficient information is provided to the Budget Committee.
- Act as a signer on checks and contracts up to dollar amount set by the Board.
- Ensure that the Board is fully engaged and informed throughout the budget process and beyond.
- Approve all expenses, ensure fiscal controls are operating properly, and that state contracting laws are being followed.
- Identify opportunities to leverage and conserve EMSWCD financial resources.
- Work with the finance staff to ensure that EMSWCD is fiscally responsible and fully accountable.
- Work with the board, staff, and community to develop a financial model reflective of EMSWCD's role in ending inequities in conservation investments.

Board Management (20%)

- Provide support, information, and recommendations to the Board.
- Provide orientation for newly elected directors and associate directors.
- Provide training and guidance in governance practices enabling the Board to set vision and direction while enabling staff to focus on implementation.
- Facilitate board development opportunities in strategic planning, community engagement, and creating inclusive conservation programming.
- Regular support of the Board, including:

- Draft board agendas in coordination with the Chair;
- Review board minutes and materials going out in board packets;
- Ensure board members receive information relevant to their deliberation and decisions.
- Track and implement Board decisions.
- Initiate process for annual Executive Director performance review.
- Develop, maintain, and ensure adherence to policies that ensure safety, legal compliance, appropriate risk management, transparency, and responsiveness to the public.

Reporting (10%)

- Ensure completion of annual report and annual work plan.
- Take the lead on organizing EMSWCD's annual meeting.
- Ensure that funder reporting requirements are met.
- Ensure that reporting is presented in a way that is accessible to a diverse public and reflects a commitment to transparency and increasing awareness about EMSWCD programs and accomplishments.

Supervisory Responsibilities:

- This position directly supervises the Leadership Team consisting of the Chief of Finance and Operations; Rural Lands Program Supervisor; Urban Lands Program Supervisor; and Community Outreach and Engagement Program Supervisor. Directly supervises the Executive Assistant position.
- Actively supervise assigned staff (and/or volunteers). Develop work plans and conduct performance reviews annually. Regularly monitor activities, coach, mentor, and provide performance feedback as necessary.

Required Knowledge, Skills, & Abilities:

- Demonstrated relationship-builder and facilitator with an ability to inspire, encourage, empower, and lead staff through collaborative leadership.
- Demonstrated ability to work without direct supervision, establish work priorities and manage time to meet EMSWCD deadlines and goals.
- Demonstrated ability to work with diverse staff and build diversity within the organization.
- Demonstrated ability to work with diverse groups and individuals outside of the organization to expand EMSWCD's reach and engagement.
- Demonstrated ability to review budgets, manage government funding streams and engage in financial planning with finance staff.
- Demonstrated ability to manage staff as individual contributors and as a team, including goal-setting, metrics and evaluation criteria, leadership training, and staff development.

- Demonstrated ability to use conflict resolution and diplomacy skills to diffuse, address, and remedy any organizational or individual conflict, divergence, or issue that prevents a safe, comfortable, and effective work environment.
- Knowledge of natural resource conservation issues and of natural resource agencies and organizations.
- A strong natural resource conservation ethic.
- Extensive experience in building organizational capacity and in board development.
- Training, engagement, and implementation in equitable and inclusive hiring and Leadership practices.
- Motivated and courageous in engaging staff and leaders to seek multiple perspectives and check assumptions.
- Preferred bilingual in Spanish or other languages spoken in the region.
- Established relationships with culturally specific communities and leaders.
- Commitment to the principles of diversity, equity, and inclusion (DEI) and demonstrated growth in DEI skills, including leading change at previous organizations.
- Must be proficient in English (oral and written) for communicating with EMSWCD Board members, staff, partner staff, and office callers and visitors.
- Ability to communicate with a wide variety of people, communities, and entities on a regular basis. May include media, government officials, community members, and partner agencies.
- Actively participate and contribute to equity-related efforts.
- Ability to ensure compliance with EMSWCD policy, state, federal and local requirements.
- Excellent organizational, time management, and project leadership skills.
- Ability to multi-task efficiently and switch priorities as needed. Ability to work calmly and effectively under deadlines.
- Excellent written & verbal communication skills, including plain language skills.
- Ability to appropriately use discretion in all work activities. Ability to ensure confidential information is managed appropriately.
- The ability to present in an engaged manner with diverse populations, including constituents, clients, public officials, community groups, and other business partners.
- Ability to work independently, be proactive and self-directed.
- Cooperative and collaborative team member. Ability to communicate in a professional and respectful manner with all colleagues, constituents, clients, public officials, community groups, and other business partners.
- Ability to use Microsoft Office, Google Suite, and standard communications platforms effectively and efficiently.
- Performance of assigned duties is completed in accordance with established procedures. Procedures that cover the assigned work include EMSWCD annual

work plans, EMSWCD policies and procedures, Oregon Department of Agriculture Guidelines for SWCDs, and Oregon public meetings law.

Other Responsibilities:

- Ensure that EMSWCD meets its legal obligations.
- Active participation in team and organization-wide staff meetings.
- Represent EMSWCD in a positive and professional manner to constituents, clients, public officials, community groups, and other business partners. Attend business-related functions as requested by the Executive Director or Program Supervisor.
- Actively participate and contribute to equity-related efforts.
- Other duties as assigned by the Board of Directors.



Memo: Staff support for Healthy Habitats Program in Rural Communities

East Multnomah Soil and Water Conservation District

4/9/2025

Memo: Supporting Healthy Habitats Program in Rural Communities

To: EMSWCD Board of Directors

From: Kelley Beamer, Executive Director

Background

A primary thrust of the Rural Lands Program is to support healthy habitats by eliminating ecosystem-altering weeds and restoring native forests and vegetation. The District's strategy for advancing healthy habitats is by working with voluntary landowners (both private and public) who sign cooperative agreements to allow the District to treat invasive and noxious weeds and restore native habitat for fish and wildlife. We currently drive this work through our Weeds program that targets the most threatening noxious weeds, and through Streamcare that prioritizes revegetation within streams and waterways. Both programs rely heavily on third party contractors to treat invasive and noxious weeds and replant native vegetation. Both programs also work interdependently, sharing staff as needed. For example, when certain weeds are at their peak, staff from Streamcare will often provide support to the Weeds team.

Historically EMSWCD has treated Weeds and Streamcare as independent programs within Rural Lands, but in fact they are interconnected in their goals, strategies and community relationships. To maximize the capacity and skills of both programs, I propose that Streamcare and Weeds come together as a singular Healthy Habitats program within Rural Lands.

Proposed Changes:

1. Job title change

Within the Rural Lands Program there are now three positions called "Rural Lands Senior Conservationist." One position oversees Weed Management and the another supports Revegetation (ie. Streamcare). The Weed Management role is held by Chris Aldassy, who develops EMSWCD's strategy to address ecosystem-altering weeds, including the revegetation of treated areas with native plants and trees. Under this proposal, **I recommend the position of Rural Lands Senior Conservationist for Weeds would be changed to Healthy Habitats Program Manager** and subsequently oversee the coordination and implementation of Weeds and Streamcare.

2. Job elevation due to added management

The Sr. Conservationist-Weeds position (Aldassy) is already overseeing a Rural Conservation Technician who supports the weeds program. When this position was filled last Spring, his job description was never updated to reflect his management duties. With the addition of supervising 1-2 additional staff in the coming year, **I am proposing that the Personnel Committee recommend to the full Board the creation of this subgroup within Rural Lands, approve the job description changes and allow the Executive Director to elevate the job classification reflecting increased management** with support from EMSWCD's contracted wage and job analysis vendor. The primary job description and job duties stay

**Memo: Staff support for Healthy Habitats Program in Rural Communities**

East Multnomah Soil and Water Conservation District

4/9/2025

functionally the same, but supervisory and management duties will be an additional responsibility tied to this position- see Track Changes Job Description.



RURAL LANDS **HEALTHY HABITAT PROGRAM MANAGER**

JOB DESCRIPTION

Position Overview: The position manages large-scale projects and works with the Healthy Habitat team to provide on-site technical assistance to rural landowners focusing on a broad range of conservation practices, methods, and procedures applicable to a variety of topographical conditions. The primary goal of the work is to establish vegetation to restore native ecosystems, protect ecosystem processes, reduce erosion, improve water quality, and improve wildlife habitat.

Classification: Exempt (Salaried, not eligible for overtime) / Averages 40 hour per week; flexible schedule

Reports To: Rural Lands Program Supervisor

Primary Responsibilities:

- **HEALTHY HABITAT TEAM AND PROGRAM MANAGEMENT:** Oversee the coordination and implementation healthy habitats which include Streamcare, native plant revegetation, reforestation, and weed management. Establish shared program goals that align with the District's strategic pillars and track success.
- **WEED CONTROL AND RESTORATION:** Lead efforts to map and control high priority invasive plants. Conduct outreach to landowners about invasive plants and gain permission to survey and treat on infested properties. Lead labor crews, private herbicide applicators and/or others for mapping and treatment. This position requires the Program Manager to have or obtain an herbicide applicators license. Plan and conduct re-vegetation in controlled areas as needed.
- **EARLY DETECTION, RAPID RESPONSE:** Work with EMSWCD staff to investigate reports of weeds on our early detection list, map infestations, obtain landowner permission, determine the most effective method of control, and treat confirmed infestations.
- **PROJECT DEVELOPMENT AND MANAGEMENT:** Develop and carry out landscape level and site-based projects aimed at improving water quality and wildlife habitat. Duties to be carried out include: a) develop project methods and define goals; b) conduct outreach to landowners and assist them with understanding

and enrolling in projects; c) create maps and landowner agreements; d) execute contracts with labor crews and schedule work with labor crews and landowners; e) direct labor crew activities and oversee installation of projects on private and District owned properties; f) monitor projects for efficacy; g) Adapt project methods as needed based on results and feedback. H) Plan and prioritize work based on seasonality, site access, annual work plans, strategic plan, landowner willingness, and other factors.

- **PROJECT SITE MONITORING AND FOLLOW-UP:** Sites will be monitored to determine the efficacy of control efforts. The Program Manager will direct the team to make follow-up site visits or other contact with landowners and/or labor crews to assess the success and maintenance of installed practices and identify problems that need to be addressed. Quantitative and visual assessments may be carried out.
- **PLAN AND BUDGET CREATION**
Create plans and budgets for sites, projects, programs, properties, and natural areas, including management and operational plans. Create associated maps for plan documents. The Program Manager will create an individual work plan annually and contribute to Program and District Work Plans and Strategic Plans.
- **TEAM MEMBER:** This position is part of the Rural Lands Program of the EMSWCD. Work closely with the Program Supervisor and fellow Rural Lands Program staff, as well as members of partner organizations to plan work and complete reporting requirements. Work with other organizational units as needed and able to assess, create management objectives for, and carry out vegetation restoration needs on properties in which the District has an interest or owns.
- **EXTERNAL PARTNERING/EMSWCD REPRESENTATIVE**
The Program Manager may represent EMSWCD on local, statewide, regional, and national committees, work groups, management teams, and other efforts that serve to plan for, evaluate, and/or report on topics of EMSWCD interest. Serve on partner groups based around relevant watersheds, habitat types, or cooperative weed management agencies.
- **INFORMATION MANAGEMENT AND REPORTING:** Utilize computer technology, including GIS, to maintain accurate, detailed records of activities, using state and federal databases and relevant spreadsheet analyses. Track new contacts, landowners receiving technical assistance, program metrics, type and amount of conservation practices installed, demonstrations, specifications developed, and cost share funds expended. Map project boundaries and status of projects using GPS and GIS. The Program Manager is expected to track the work that they do and report it to the Rural Lands Program Supervisor on a quarterly basis.

- **DEVELOP AND PRESENT WORKSHOPS AND TRAININGS FOR LANDOWNERS:** As time allows, develop workshop materials and conduct programs to inform and instruct landowners in conservation practices such as native plants, weed identification and control, habitat enhancement including pollinator habitat, and other resource management topics.

Other Responsibilities:

- Active participation in team and organization-wide staff meetings
- Represent EMSWCD in a positive and professional manner to constituents, clients, public officials, community groups, and other business partners. Attend business related functions as requested by the Executive Director or Program Supervisor
- Actively participate and contribute to equity-related efforts
- Other duties as assigned by the Program Supervisor or Executive Director

Supervisory Responsibilities: 1-3 individuals

- supervise, mentor, evaluate, and hold staff accountable.
- 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.

Required Knowledge, Skills, & Abilities:

- Actively participate and contribute to equity-related efforts
- Ability to ensure compliance with EMSWCD policy, state, federal and local requirements
- High level of technical knowledge of resource conservation management principles, methods, and techniques.
- Skill in vegetation management. Skill and/or ability to determine appropriate method of treatment and restoration of a variety of sites infested with different invasive plants.
- Knowledge of plants native to the geographic area, as well as knowledge of nonnative, invasive plants.
- Proficiency in developing and implementing large-scale, landscape level projects aimed at vegetation restoration and habitat improvement. Projects with

overlapping deadlines will be carried out across numerous properties spread throughout the rural areas of the EMSWCD service area.

- Excellent organizational, time management, and project management skills
- Ability to multi-task efficiently and switch priorities as needed. Ability to work calmly and effectively under deadline
- Excellent written & verbal communication skills including plain language skills
- Ability to appropriately use discretion in all work activities. Ability to ensure confidential information is managed appropriately
- The ability to present in an engaged manner with diverse populations, to include constituents, clients, public officials, community groups, and other business partners
- Ability to work independently, be proactive and self-directed
- Cooperative & collaborative team member. Ability to communicate in a professional and respectful manner with all colleagues, constituents, clients, public officials, community groups, and other business partners
- Proficient in standard office procedures, software, and communications technology. Ability to effectively and efficiently use Microsoft Office, Google-Suite, and standard communications platforms
- Commitment to the principles of diversity, equity, and inclusion
- Performance of assigned duties is completed in accordance with established procedures. Procedures that cover the assigned work include EMSWCD annual work plans, EMSWCD policies and procedures, Oregon Department of Agriculture Guidelines for SWCDs, and Oregon public meetings law

Minimum Qualifications:

- Bachelor's degree or higher in natural resource management, agriculture, or related field. A Master's degree in a related field is preferred.
- Five (5) to Six (6) years minimum field-based experience. At least three years must be in farming, wildlife habitat restoration, riparian restoration, or other work relevant to the installation and inspection of conservation practices.
- At least 40 hours of technical training in the subject area of the position.
- Extensive knowledge of the selection and installation of conservation practices relating to water quality, riparian restoration, and vegetation management.
- Experience coordinating and/or monitoring project activities with landowners or community organizations.
- Extensive experience in tracking projects, report writing, and data management.

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

Working Conditions/Physical Requirements: The following work conditions/physical requirements are required of the person in this position, with or without reasonable accommodations.

This position will be 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.

Access to reliable transportation is required.

Valid driver's license and driving record which meets EMSWCD insurance standards is required.

Some work activities are performed in an indoor office environment with long periods at a desk.

Work in an outdoor environment is required. The employee may be subject to inclement weather as part of conducting required activities. The position involves frequent travel to project sites to meet with landowners. It requires walking long distances across sloped, uneven terrain, sometimes in inclement weather. The work involves bending, lifting, and stretching when setting up photo points and equipment. In some cases, the employee will work alongside the landowner or labor crew and perform the physical work of measuring, laying out, and installing conservation practices. The employee must be able to lift 50 pounds from the ground and load/unload heavy, cumbersome objects.

The work involves regular exposure to agricultural equipment and possible exposure to herbicides and pesticides. Protective gear and clothing such as a hard hat, boots, and gloves may be necessary.

Environment is oriented to client service and subject to constant work interruptions. Employees may work under the stress of continual client and/or inter-departmental contact and pressure to meet deadlines.

The employee must be able to move about the facility to communicate with staff members. Must occasionally lift and/or move up to 50 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 a reasonable accommodation. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.