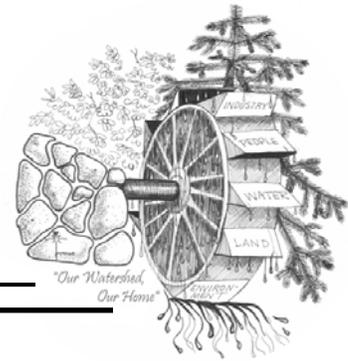


Powder Basin Watershed Council

2034 Auburn Ave., Ste. B
Baker City, Oregon 97814
(541) 523-7288



Open Position: Executive Director

Introduction

The mission of the Powder Basin Watershed Council (Council) is to “facilitate community-supported maintenance and restoration of the rivers, streams and lakes within our watersheds.” The Council advocates for quality watershed management among various interests in the Brownlee, Powder and Burnt River subbasins by promoting a holistic approach that engages a diversity of stakeholders, including landowners, the agricultural community, wildlife enthusiasts, forestry and mining interests, anglers, local city and county government, state regulatory agencies and federal land management agencies. The primary areas of work for the Council include on-the-ground restoration, data collection for informed decision-making, watershed planning and coordination, and educational programming, with projects occurring in a variety of settings, such as private working lands, public lands, municipalities and rural communities. Particular emphasis is placed on the development and implementation of plans that integrate the needs of multiple interests, which include multiple cooperating partners and that provide benefits to as many facets of the community as possible. Emphasis is also placed on the cultivation of community support for the Council and its activities through soliciting input on projects, developing opportunities for community involvement and support, and integrating volunteer labor into projects. Current projects include an assessment of groundwater resources, flood damage prevention, fish habitat enhancement, on-farm irrigation efficiency, development of recreation opportunities, outdoor education for school children, natural resources job training, sage grouse conservation and water quality monitoring. Future projects may include topics such as human-beaver conflict resolution, floodplain restoration, sediment transport studies and wetland enhancement projects.

Work Schedule

This is a full-time (40 hours/ week), non-exempt, hourly position. The scheduled hours are flexible, provided that the assigned responsibilities are met and that contact with partners and volunteers can be accomplished during normal business hours. Attendance at Board and staff meetings is mandatory. Attendance at additional meetings will be required as necessary for the completion of responsibilities.

Program Summary

The Executive Director of the Powder Basin Watershed Council has overall responsibility for providing leadership and directing the Council's activities in pursuit of its goals, in the context of the Council's strategic plan. The Executive Director reports to the President of the Board of Directors or his/her designee.

Duties and Responsibilities

The responsibilities for this position fall into four general categories:

Organizational Administration:

- Staff Supervision-Oversee work of subordinate staff in order to meet project requirements, address human resource issues, conduct regular performance evaluations, and provide a healthy, safe and productive work environment.
- Financial Stewardship- Pay bills, supervise purchasing, process employee timesheets, arrange for outside financial review, meet requirements for grantors to receive funds, develop and monitor annual budget.
- Fundraising-Assure adequate funds to accomplish mission and implement projects.
- Rules and Regulations- ensure Council is in compliance with requirements set by funders and follow all state and federal legal requirements, develop policies for Council conduct, maintain adherence to the Mission and Strategic Plan.
- Board Meetings- Schedule time and location of monthly Board meetings, advise the Board on organizational and programmatic needs, provide Board members with meeting materials, conduct Board meetings in a manner that cultivates healthy discussion and completes necessary business, produce timely meeting minutes that document discussions and decisions.

Project Development

- Develop Collaborative Relationships- Establish good relationships with interested parties, including: community organizations, local government, state regulatory agencies and federal land management agencies, solicit feedback from the community related to water resource concerns.

- Fund Projects- Develop and submit project proposals to appropriate funders, solicit contributions from partner agencies, landowners and the community.
- Identify gaps in information that prevent informed watershed management and propose projects that fill those gaps.

Project Implementation

- Maintain adequate staffing levels with appropriate qualifications to implement projects, Supervise progress.
- Contracts- In conjunction with the Board, execute appropriate contracts, MOU's or MOA's for project completion, including requests for proposals and proposal reviews.
- Final Reporting- Complete final inspections, documentation and reports for project closure.

Community Relations

- Community Awareness – Develop and maintain a high profile for the Council as a resource for the community, advertise programs and events, contribute to community events and initiatives.
- Public Participation - Cultivate public engagement in the Council through meetings, volunteer opportunities, fundraising events, recreational activities and educational programs.
- Incorporate input from interests within the community on project development and strategic planning.
- Board Recruitment- Identify and cultivate relationships with potential Board members from a diverse cross-section of the community, provide orientation and ongoing training opportunities.

Supervision

This employee is supervised by the Board of Directors.

Qualifications

- BS in natural resources/sciences (water resources, forestry, fisheries, agriculture, or related discipline) with an MA/MS preferred
- Knowledge of leadership and management principles as they relate to non-profit organizations
- Knowledge of rural culture, challenges and opportunities relating to the mission of the organization
- 3+ years of experience in an executive role, including human resources, financial, and project management
- Well-organized with excellent communications skills, including oral and written communication for diverse audiences across a variety of media

- Demonstrated ability to prioritize and organize the work of self and staff to accomplish the objectives of the Council within established timeframes and budgets
- Sensitivity for diverse community members across different social and political backgrounds
- Experience working independently to establish priorities and manage time effectively
- Computer proficiency including experience with Microsoft Office and QuickBooks
- Valid Oregon driver's license and reliable personal transportation
- Willingness to attend occasional evening and weekend activities
- Ability to work in a variety of outdoor conditions, including rugged terrain and inclement weather; able to lift and carry material up to 44 pounds

Civil Rights

This employee will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Working Conditions

- Work is in a smoke-free office, operating equipment such as a computer and copier.
- This position will require occasional fieldwork. Fieldwork will include working along, in, or on rivers, streams, ponds, wetlands, properties with dense vegetation, woodlands, construction sites, and other areas with steep, slippery, muddy, rocky, or other hazardous terrain.
- Some physical exertion will be required during fieldwork such as walking, planting vegetation or trees, and using technical equipment or hand tools.
- This position may require travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel may be outside the normal workday and may be as long as one week.
- In order to carry out these assigned duties, a valid Oregon driver's license is required. Occasional use of the employee's own vehicle is necessary.

Performance Review

Performance reviews will be conducted by the Board of Directors. Reviews will be scheduled regularly as described in the Personnel Policy Manual.

Compensation

This position is a full-time (40 hrs./wk.), non-exempt (hourly) position. Salary for this position ranges from \$25-30/ hour, depending on experience, and includes 16 hours per month of personal leave, up to 3% matching employer contributions to a retirement account, a healthcare stipend of \$500 per month and ten paid holidays per year. Annual cost of living salary raises are automatic, based on the federal calculation and annual raises based on job performance may be

available. The position will require some use of a personal vehicle, with expenses for work-related travel reimbursed at the state rate (\$.575/mile for 2020).

To Apply

E-mail a single PDF file (titled with your last name) that includes a cover letter detailing your qualifications for this position, a resume, unofficial copies of your most recent college transcripts and the current e-mail and phone number for three professional references to pbwced@qwestoffice.net by 5:00pm on August 24, 2020.