



Crook County

Soil and Water Conservation District

Job Posting Project Manager

Open Date: 2/21/2023

Closed Date: Until Filled

Reports to: District Manager

Salary Range: \$50,000-\$62,000 annually

Work Location: Prineville Oregon

Desired Start Date: Immediately, based on availability

Who We Are

The Crook County Soil and Water Conservation District was established in 1972. Oregon conservation districts are political subdivisions of state government but are not state agencies. Conservation districts are considered municipal corporations, a form of local government that is required to follow many of the same laws that govern state agencies. We are dedicated to helping the residents and landowners within the district conserve and improve natural resource conditions. We provide a wide variety of technical assistance including conservation planning, grant writing, and project management. Our programs are voluntary and are based on trust built through collaborative partnerships with both public and private landowners.

General Summary

This is a regular, at-will, exempt, full-time position that serves as Project Manager for the Crook County Soil and Water Conservation District in Prineville, Oregon. This position exists to provide technical and programmatic assistance for the District. The position will perform tasks associated with the Crook/Deschutes greater sage-grouse Candidate Conservation Agreement with Assurances, water quality monitoring, rangeland health monitoring, project development, project management, and other tasks related to technical fieldwork. In addition, the position will perform tasks of database management, downloading and transferring data, maintaining field monitoring sites, and conducting analysis of data.

The Project Manager must have strong field and data management skills; the ability to work independently and as a part of a team; and be able to communicate with the board and partners while taking the project lead.

Supervision Received

The Project Manager reports to and is supervised by the District Manager. The Project Manager is expected to accomplish tasks independently on a wide variety of district programs with technical guidance available from partners, resource manuals, and

specialists. The position acts on behalf of the District Board of Directors, within the authority delegated by the Board and this description.

As Project Manager you will have an opportunity to

- Work collaboratively to build partnerships and programs that make a difference in natural resources conservation
- Work with landowners and other partners to develop and implement projects, taking them from inception to completion
- Assist with collection, analysis, and interpretation of monitoring data for the District
- Use ArcGIS and other mapping applications to map projects and navigate in the field
- Develop ranch and range management plans
- Conduct outreach on natural resource issues at workshops, seminars, fairs, shows and conventions
- Explore Crook County and all it has to offer

Required Qualifications

- A Bachelor's degree with major coursework in natural sciences, natural resource management, range management, soils, water quality, agriculture sciences, or a related natural sciences discipline. Or equivalent experience.
- Proficiency with Microsoft Excel, Word, Outlook, and PowerPoint.
- Ability to use ArcGIS to compile data, analyze data, and produce maps.
- Experience collecting field data and maintaining field notes.
- Knowledge of sage steppe and dry forest ecosystems such as hydrology, western juniper, sage-grouse, annual grasses (e.g. medusahead and cheatgrass), wildfire, restoration practices, and fish and wildlife biology.
- Grant writing or technical writing experience.
- Good oral and written communication skills.
- Valid driver's license.

Preferred Qualifications

- Range experience including plant identification, knowledge of local ecological sites, experience with locally adapted State and Transition models, grazing processes and practices, experience with relevant cover type monitoring, and ability to identify threats and appropriate conservation measures
- Project management experience with coordination of funders, partners, contractors, and landowners while staying within budget.
- Experience working with agricultural producers.
- Familiarity with Crook County and the Crooked River Watershed.

Job Conditions

- This position works both in the field and in the office.
- The fieldwork will include working in and around locations such as farms and ranches; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain.
- The office work may include working at a desk; using a computer; or working or standing at a table.
- This position requires travel to field sites, workshops, training sessions, plus occasional evening meetings. Occasional overnight travel will be involved. Although the District has some vehicles, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on mileage).
- Some physical exertion may be required during field work such as walking, planting vegetation, and using technical or power equipment and hand tools.
- Use of ATV will be required.
- Remote office work is sometimes allowed but time in the office is preferred as it is important to maximize partnership development and provide customer service for visitors.

Compensation

- Base pay is \$50,000-\$62,000/year.
- Health benefits are included after 6 months
- Option to enroll in a retirement plan with 5% employer match after 6 months
- 11 paid holidays, sick leave and vacation

Questions

- If you would like more information about the opportunity please contact Andy Gallagher at 541-447-3548 or andy.gallagher@oregonstate.edu

To Apply

- Please email a cover letter, resume, and contact information for up to three references to andy.gallagher@oregonstate.edu with "Project Manager" in the subject line. **Announcement will remain open until filled.**