



King Conservation District is seeking a qualified candidate to perform as a

Shoreline and Riparian Program Manager

THIS POSITION IS REPRESENTED BY COUNCIL 2 - THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES

Job Title: Shoreline and Riparian Program Manager
Job Classification: Program Manager 2
Salary Range: \$98,652.19 thru \$121,400.10

Job Summary:

King Conservation District (KCD) has an immediate opening for an individual to serve as the Program Manager for the Shorelines and Riparian Team. The Shoreline and Riparian Habitat Restoration Program Manager provides program leadership, management, supervisory, and technical support services to all aspects of the Program at King Conservation District. They will oversee the planning, development, and implementation of a diverse array of water quality and habitat restoration projects in King County and will assist the Executive Director, Senior Director of Stewardship Programs, and Board in implementing the organization's goals and work toward the achievement of KCD's mission and strategic plan. The position will expand KCD's portfolio of projects in shoreline and riparian habitat restoration with a team of professionals, as well as be responsible for coordinating the monitoring and maintenance of an existing project portfolio. This position will develop opportunities for new projects, leverage our work through the formation of key partnerships, and seek additional funding sources to ensure a sustainable program.

With work in the office and in the field, this position involves multi-faceted duties that require attention to detail, collaboration, problem solving and an elevated level of motivation and leadership. The ideal candidate for this position is organized, with strong written verbal and communication skills, experienced in supervising multiple staff, understands implementing complex restoration projects, embraces diversity and equity, and collaborates across teams of staff, King County residents and partner agencies and organizations.

This is a exempt, full-time position of 40 hours per week. Starting annual salary is \$98,652.19/yr.

Program Responsibilities:

The following list of duties is intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the responsibilities of the position if the work is similar, related or a logical assignment to the position.

Shoreline & Riparian Habitat Improvement Team Management (75% FTE)

- Understand and articulate a vision for shoreline and riparian habitat improvement programs and projects consistent with the District's mission, vision and strategic goals.

- Hire, train, and manage direct reports on the Shoreline & Riparian Habitat Improvement Team. Activities include conducting performance reviews, developing training plans, and building the skills and abilities of staff to take on progressive levels of responsibility.
- Lead a team of 3 Resource Specialists who coordinate programs and plan and implement riparian improvement projects and 1 Project Assistant who provides support to all 3 Resource Specialists. Activities include facilitating team meetings, supporting identification and planning of rural and urban riparian enhancement projects to meet annual program and Shoreline & Riparian Habitat Improvement Group performance measures, ensuring cross-program consistency related to prescriptions development and practice implementation.
- Develop and oversee budgets, work plans, and associated reporting.
- Continue the development and refinement of the Shoreline & Riparian Habitat Improvement Team performance measures database.
- Coordinate with Operations and Accounting to support management of Commission grants; activities include maintaining all records associated with projects funded with Commission grants and preparing cost-share contract reconciliations for funded projects. Coordinate with Commission staff to prepare applications for new funding to support implementation of strategic/special projects.
- Support District activities at public engagement events and educational programming.
- Build partnerships across internal teams and with external agencies, organizations, and stakeholders.
- Attending public meetings as a representative of the District.
- Perform office and administrative tasks in support of assigned projects; develop District publications and outreach materials as assigned.
- Understands RFP and RFQ process and how to manage the Procurement Process for professional services and contractor-based work.

Shorelines Landowner Assistance Program and Salmon Recovery activities (10%)

- Coordinate the District's Marine Shoreline Landowner Assistance Program. Activities include assisting with Where the Water Begins workshop contract and internal District coordination.
- Conduct landowner requested site assessments and preparing associated site assessment and resource management reports; securing funding and assist landowners with implementing marine shoreline resource conservation practices; and coordinating with District Staff on implementation of Capital Budget funded practices.
- Provide subject matter expertise to support the development of educational fact sheets and articles and assist with the development of program- related publications and resource
- Work collaboratively with marine shoreline landowners to enhance and increase stewardship of marine riparian and nearshore resources and use educational approaches to share complex ecological and resource management content.
- Coordinate District's externally funded efforts including managing contractors and partner relations as needed.

Base Classification Duties and District Leadership (15%)

- Operates with autonomy in most situations. Initiates or takes action at own discretion. Has discretion to set own priorities. Typically seeks guidance on extremely complex and unusual functional or program situations. Often determines the priorities of others and the program. May have input to the priorities of the organization.
- Uses judgment to resolve complex issues or makes decisions that involve multiple factors. Independently investigates problems and communicates findings typically when there is an impact to others. Decides on and implements solutions independently.
- Designs processes and procedures that allow managing from a distance.
- Marshals resources and gets the most out of limited resources.
- Seeks ways to improve processes by supporting team to drive results based on goals.
- Provides a global perspective of the work when it comes to managing projects that support the agency mission, vision and goals.
- Facilitate and support the work of community-based partners, providing materials and resources necessary to communicate with them and solicit feedback.
- Work weekend days and weekday evenings at least 2-3 times per month to support volunteer, education, outreach, and partner events.
- Less than 5 percent of the job duties may be combined with other duties as required by the district.
- Is part of the KCD Leadership team
- Presents program goals, work plans, projects, and project accomplishments to District leadership at least annually.
- Meets with District Board of Supervisors and KCD Advisory Committee as needed or requested by leadership.
- Presents and/or provides training to staff based on area of expertise and program duties

Required Skills/Abilities:

- Must be competent in reading, writing, speaking, hearing, and understanding the English language. Good communication and multi-tasking skills required for interaction with coworkers, Board members, agency partners, and landowners/operators.
- Ability to work full-time schedule.

Competencies:

- Effective Communication; Customer Focus; Action Oriented; Resourceful/Action Oriented; Optimizes Work Processes;
- Takes Initiative, action oriented; collaborates; interpersonal savvy; Builds networks; Resourceful; Plans and aligns; Organizational Savvy; Global Perspective; Drives Engagement; Helps Drives Results;
- Is a good problem solver, is savvy at resolving conflict, understands basic Human Resource progressive discipline procedures, and has extensive experience with annual reviews and direct reports supervision.
- Manages Ambiguity; Drives Results, Directs Work; Plans and Aligns; Ensures Accountability; Global Perspective; Collaborates; Manages Conflict; Decision Quality.
- Facilitate and support the work of community-based partners, providing materials and resources necessary to communicate with them and solicit feedback.

- Work weekend days and weekday evenings at least 2-3 times per month to support volunteer, education, outreach, and partner events.
- Less than 5 percent of the job duties may be combined with other duties as required by the district.

Required Skills/Abilities:

- 9-11 years+ Experience and Certification and/or bachelor's degree.
- Advanced professional/technical experience and skills and extensive program management experience and skills.
- Frequently advises others in areas of expertise, often of a highly technical nature.
- Demonstrated success providing support to BIPOC and/or underserved communities.
- Current resource or conservation experience is preferred.
- Knowledge/Understanding of Federal, WA State, and local land use laws and regulations.
- Familiar with all Microsoft products; including Office, Teams and SharePoint
- Is familiar with ArcPro GIS

Education and Experience:

- Extensive knowledge of the function or program.
- Demonstrated success providing support to BIPOC and/or underserved communities.

Desired Qualifications:

- Knowledge and understanding of riparian ecology; including vegetation management, native plant identification, and basic biology.
- Understands database concepts and is familiar with using database software to track and manage projects.

Physical Requirements:

- May work in the field for up to 6-8 hours per day – away from the office.
- Ability to work in extreme weather conditions
- Ability to drive in and throughout King County using a district vehicle
- Drivers license is required when driving district vehicles.
- Must be able to lift up to 15 pounds at times.

Full Time Position Annual Salary

This position will start at the hiring Grade of 29, Step 1, currently \$98,652.19. After passing a successful 6-month probation, the candidate will automatically move to step 2 within the salary band.

Benefits

The District offers a comprehensive benefits package which includes paid vacation and holidays, medical and dental, a nominal life insurance policy with the option to increase coverage at employee's expense, support for trainings, and participation in the State of Washington Retirement System (PERS).

WORK SCHEDULE

Full Time, 40 hours a week, working Monday through Friday. Some weekend and evening events may be required based on business need.

Office Location

800 SW 39th Street, Suite 150, Renton, WA 98057

King Conservation District is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.

To Apply

If you are interested in pursuing this position, please apply by emailing HR@kingcd.org with the following materials:

1. A Resume
2. A Cover Letter, describing as specially as you can how your experience, skills, and values are a fit with King Conservation District's goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion in organizations. This statement should not exceed 300 words.

About Us: King Conservation District (KCD) is a natural resources assistance agency authorized by Washington State and guided by the Washington State Conservation Commission. Our mission is to promote the sustainable use of natural resources through responsible stewardship. A five-member Board of Supervisors is responsible for overseeing all KCD programs and activities. KCD promotes conservation through demonstration projects, educational events, providing technical assistance and, in some cases, providing or pointing the way to funds which may be available for projects. KCD has no regulatory or enforcement authority and only works with those who choose to work with KCD. KCD's service area includes 34 cities and all of unincorporated King County with the exclusion of City of Enumclaw, City of Federal Way, City of Milton, City of Pacific and City of Skykomish.

Website: <https://kingcd.org>

This position will be open until filled.