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JOB ANNOUNCEMENT

Executive Director

Full-Time 30-40 hours/week

Pay Depends on Experience – Range \$72,800-\$83,000

This announcement is being used to fill the Executive Director position as a full-time employee. Hourly rate will be commensurate with the candidate's education, training and experience as detailed in Section 4 of the Position Announcement. The position is currently budgeted for 30-40 hours per week, with some flexibility depending on tasks and work plans.

Section 1: INTRODUCTION

East Stanislaus Resource Conservation District (ESRCD) is a local unit of government that operates as a Special District within the State of California. ESRCD is governed by a local Board of Directors, and receives its funding through a permanent tax rate, contracts and grants. ESRCD staff provides conservation related technical assistance, education and outreach to the citizens of East Stanislaus to address diverse agriculture and natural resources issues including sustaining our soils and water and the proper and wise use of our lands. ESRCD works in partnership with the Natural Resource Conservation Service (NRCS) and other state, federal and local agencies, and organizations within the San Joaquin Valley region to support environmental stewardship.

Section 2: SCOPE OF RESPONSIBILITIES

The Executive Director is responsible for the leadership and management of ESRCD. Oversees the day-to-day operations and supervision of ESRCD personnel at the office located in Modesto, California. The Executive Director coordinates ESRCD programs and activities; supports organizational and program development; secures funding through grants and agreements; and represents the ESRCD in dealings with agencies, elected officials and other organizations.

Section 3: DUTIES AND FUNCTIONS

- Administer all aspects of the District's operations including maintenance of business files, periodic review and updating of policies, preparation of annual and monthly reports, coordination of monthly Board meetings, and any other administrative activities pertaining to District operations including supervision of any outside services.
- Staff management and supervision, including conduction performance reviews for ESRCD staff. Coordinate leadership development, educational, training, and informational events for ESRCD staff and Board members.
- Plan, initiate, and coordinate fundraising efforts for ESRCD programs and operations, including grant and contract agreement development, fee for service activities, and other means of financial support for the District.
- Represent ESRCD with the public on a variety of county wide committees. Plan and carry out ESRCD partnership efforts at the local, state, and federal level. Work with Stanislaus County Landowners to address resource needs and implement grant, conservation easement and contract work as defined in the annually adopted ESRCD Annual Plan.
- Acts as the public face of the ESRCD at meetings and other events; performs other duties as assigned by the Board or Chair.

Section 4: POSITION QUALIFICATIONS AND SKILLS

The Executive Director is the chief administrative officer of the East Stanislaus Resource Conservation District requiring the following education and experience:
Required experience in Agriculture with a Resource Conservation District or similar organization. Preferably, a combination of five or more years of relevant work experience in agriculture or natural resources project management and a Bachelor of Science degree in one of the following disciplines; Agricultural Sciences, Agribusiness, Conservation Planning, Forestry, Fisheries, Wildlife Biology/Ecology, Hydrology, Botany or Horticulture may satisfy. The appropriately qualified applicant will be able to demonstrate an established career and work experience in agriculture or natural resource project management.

Section 5: SUPERVISION AND GUIDANCE

The Executive Director (ED) works under the supervision of the ESRCD Board Chair, but exercises individual initiative in implementing ESRCD policies and programs. The ED provides technical guidance to ESRCD employees and other team specialists and reviews completed work for policy and technical soundness and conformance with District criteria. The Chair, with the concurrence of the Board, will evaluate the performance of the ED.

Section 6: WORKING CONDITIONS AND PHYSICAL DEMANDS

- This position works both in the field and in the office.
- Fieldwork will include working in and around such locations as farms and pasture, rangeland, rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Ability to navigate rough terrain in inclement weather on foot is essential. Work around large livestock will be required. Appropriate attire shall be worn for these occasions.
- Office work includes significant time working at a desk; using a computer; or standing.
- This position may require work outdoors related to workshops, tours, farmers' markets, feed stores, agriculture tours, field days, and other ESRCD sponsored programs and events. These events may occur during inclement weather.
- This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel may be outside the normal workday, overnight and may be as long as one week.
- To perform the duties of this position, the Executive Director must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. In order to carry out these assigned duties, a valid driver's license is required. Although ESRCD has some access to government vehicles, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on federal mileage rate).

Section 7: BENEFITS

In addition to paid legal holidays, workers compensation, and unemployment insurance, East Stanislaus Resource Conservation District provides vacation and sick leave as well as a comprehensive medical, dental and retirement benefits package. Eligibility for benefits varies and become available at certain times within and following probationary service period.

Section 8: APPLICATION

To submit for this position, please email a resume/CV and a cover letter to Attn: HR at info@eaststanrcd.org. The deadline to apply is Friday May 10, 2024. If you would like additional information, please contact the email address above.