



**Program:** Administration

**Position Title:** Conservation Investments Coordinator

**Exempt/Non-exempt:** Full-Time Non-exempt

**Salary Range:** Band D Step 2 – Step 20 (\$50,430.62 – \$85,854.75 annual)

## **INTRODUCTION**

This position serves as the Conservation Investments Coordinator for the Clackamas Soil and Water Conservation District (District). This is an “At-Will”, non-exempt, full-time position subject to available funding and the General Employment Policies of the District. Clackamas Soil and Water Conservation District is a local unit of government that operates as a Special District of Oregon. The District is governed by a board of locally elected directors, and receives its funding through a permanent tax rate, contracts, and grants.

The employee must provide a broad range of professional, technical, and administrative capabilities to develop, implement, and coordinate innovative multi-faceted funding programs and projects to support and enhance core District rural and urban program priorities and objectives.

The position exists to provide overall direction and implementation of the District’s grant and loan programs. Emphasis placed on ensuring compliance with the terms of grants and loan agreements for all programs; administering the Residential Septic System Repair Loans Program for homeowners in Clackamas County to protect water quality and address public health concerns; maintain fiscal responsibility; and provide exceptional customer service to the public.

## **ESSENTIAL DUTIES**

### **80% Technical**

#### **Program Development and Implementation**

- Work with District staff in the administration of grant application process; award process; and review process, along with cost share agreements. Provide technical assistance to District staff as needed for adequacy and compliance with applicable rules, regulations, and policies.

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- Coordinate the District's Dollars on the Ground ("DOG") Cost Share Program. Develop, implement, and manage the DOG program to meet the District's urban and rural conservation goals. Work with District staff to set up funding levels, cost share rates, application criteria, and review process.
- Take the lead on searching and applying for grants and other funding, including working with staff to identify potential partners, identify financing strategies to fund District projects/programs, and forecast revenues from various funding sources.
- Provide recommendations to District Manager and Fiscal Administrator of possible improvements and/or different approaches to operating procedures, forms, templates, and materials related to the grants program.
- Provide direction and oversight to other staff who may be assigned to assist with the administration of elements of the grant program.
- Work with Outreach and Education program specialists to develop an outreach strategy for the grants program, including creating communication materials.
- Work and maintain a positive relationship with grantees, partner organizations, other funders and to facilitate broad support of the grants program.
- Develop District-wide standards for tracking in-kind contributions and tracking the leveraging of District and outside funds.

#### **Septic Repair Loan Program**

- Oversee the development and management of the District's list of pre-qualified septic system contractors that perform repairs for the program. Coordinate with contractors to ensure proper permitting and invoicing procedures are followed.
- Coordinate with Clackamas County officials for onsite inspections.
- Coordinate with Oregon DEQ on funding support and approval under the Clean Water State Revolving Fund Program.
- Work with Outreach and Education program specialists to develop an outreach strategy for the program, including creating communication materials. Identify equity focus areas for targeted outreach.

#### **20% Administrative**

##### **Grant and Contract Management**

- Provide assistance to management and staff in the preparation, coordination, review, and negotiation of contracts for professional, technical, consulting, construction, and other services necessary to implement projects.
- Assist fiscal administrator in developing and maintaining a tracking system for grants/cooperative agreements.

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## **Loan Program Management**

- Process and administer all programmatic loan applications, loan agreements, and lien documents for applicants.

## **SECONDARY DUTIES**

- Meets regularly with direct supervisor to organize, coordinate, and problem solve.
- Contribute to the development of District annual work plans, budgets, and reports.
- Actively participate and contribute to equity-related efforts with a commitment to the principles of diversity, equity, and inclusion.
- Actively participate in team and organization-wide staff meetings.
- Perform other duties as assigned.

## **SUPERVISORY CONTROLS**

The Conservation Investments Coordinator is supervised primarily by the District Manager and receives assignments in the form of broad functional responsibilities and overall objectives.

The Conservation Investments Coordinator does not supervise other employees.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of grant management and administration, and a demonstrated ability to execute the life cycle of a grant, from application to implementation to completion/reporting, including budgetary oversight.
- Knowledge of conservation related work, programs, or projects, with an understanding of the nature and complexity of current conservation challenges, and a demonstrated ability to discuss natural resource conservation issues.
- Knowledge of government organization, management, and administration.
- Excellent organizational, time management, and project management skills.
- Strong interpersonal skills, ability to work with a variety of people, engage in challenging conversations, and be sensitive to multiple perspectives.
- Skill in clearly presenting supporting facts and data justifying the rationale for specific recommendations and alternatives.
- Ability to work independently, be proactive, and self-directed.

- Ability to use Microsoft Office, Google-Suite, and standard communications platforms effectively and efficiently. Experience with grants management software platforms preferred.
- Ability to present and explain program information in plain language to applicants, grantees, partner organizations, community groups, District Board, and staff.

#### **REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS**

- Minimum 3 years grant oversight and administration experience in a professional environment. Bachelor's degree in a field related to program management, grants management, or contracts management is required. A combination of relevant education and experience may substitute for the educational requirement.
- Experience in managing grants and/or grant-funded programs is required, including writing and managing contracts and agreements, report writing, and program monitoring.
- Excellent oral and written communication skills are required.

#### **DESIRED/PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS**

- Professional experience in agriculture and/or natural resource-related field.
- Possess working knowledge of conservation program activities including a working knowledge of specific state and federal cost-share or grant programs.

#### **ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS**

- Work is performed primarily in an office environment and involves significant time sitting at a computer station, keyboarding, standing at a table, and using office equipment. Physical requirements include adequate vision and sufficient manual dexterity to operate a computer, and the ability to sit for long periods, to stand, and to lift up to 20 pounds, with or without reasonable accommodation.
- Regular work hours are between 8 a.m. and 4:30 p.m., Monday through Friday. The position generally is a 40-hour work week. Periodic travel to meetings, events, and training is required. Some evening and weekend meetings may occasionally require overnight stays of more than two consecutive nights. This position is eligible to be under a hybrid work model which allows work to be done at a home office or in the District office with District Manager approval.
- This position may occasionally require working outdoors on District programs and events, sometimes in inclement weather.

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- To perform the duties of this position, the Conservation Investments Coordinator must serve as incidental motor vehicle operator during daylight hours, after dark, and during inclement weather. To carry out these assigned duties, a current and valid Oregon driver’s license is required.
- The Conservation Investments Coordinator shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
- Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

*The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.*