



**Columbia
Soil & Water
Conservation District**

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St. Helens, OR 97051
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www.columbiaswcd.com

**Minutes of the
Columbia SWCD Board of Directors
Meeting December 18, 2024**

Directors Present:

Debra Brimacombe, Vice Chair
Dave Freytag, Director
Michael Calhoun, Chair
Bill Eagle, Secretary
Jason Busch, Director

Associate Directors:

David Taylor (via Zoom)

Public:

Claudia Eagle

CSWCD Staff:

Malyssa Legg, District Manager (via Zoom)
Jennifer Chavez, Operations & Outreach
Coordinator
Crystalyn Bush, Resource Conservationist

**Natural Resources Conservations Service
(NRCS):**

Hannah Isaacs, District Conservationist
Rebekah Gaxiola, Natural Resource Specialist

Oregon Department of Agriculture (ODA):

Rick Cowlshaw, Regional Water Quality
Specialist

CALL TO ORDER OF BOARD MEETING: 4:00 PM

Prior Month's Minutes: Motion Brimacombe/Eagle to approve the Minutes from 11-20-24 as presented. **Approved Motion passed by unanimous vote.**

Financial Report: Motion Busch/Eagle to accept the Financial Report from 11-30-24. **Approved Motion passed by unanimous vote.**

Bills to Pay: There were no bills to pay

PUBLIC COMMENT

There was no public comment.

ODA - Rick Cowlshaw

Rick introduced himself to the board. He is the new Water Quality Specialist for the North Coast and North Willamette regions. He has already been working closely with Amber and Crystalyn on projects as well as the Scappoose Strategic Implementation Area (SIA) on North and South Scappoose Creek. His office is in Salem, and he has been in the position since May. Rick added that ODA has a new website and a new online reporting portal that they are piloting with the SIA annual reports. Brief discussion was held. Rick also provided a handout on ODA's Ag. Drainage maintenance program.

REPORTS

- **NRCS:** Hannah informed the board that NRCS will have a summer intern. The start date is yet to be determined but she will let them know once she knows. She would like the intern to be included in site visits and outreach events with the SWCD when possible. She also mentioned that the Farm Bill is expiring this year. The new bill could cause changes to programs and/or

funding. The Local Work Group has been scheduled for February 13th at the SWCD office from 9:30 AM – noon and will be available to attend virtually also.

- **Staff:** Crys explained that she and Amber are staying busy with the projects recently presented at a previous board meeting. She added that the Oak Habitat project in Scappoose received funding and that this project has opened a lot of opportunities, including a demonstration on new burning technology for weeds. Brief discussion was held.

Jenn mentioned that the directors should have received the Annual Report in the mail and gave copies to Bill to give at an upcoming Chamber of Commerce meeting.

OLD BUSINESS

- **District Manager Job:** Jason expressed his concern with including a duty for the District Manager to take lead on climate change. His concern is that landowners may stop coming to the CSWCD for help. Discussion was held. Bill also mentioned that he would like to see education in agriculture listed with the qualifications.

Motion Busch/Eagle to approve changing the wording from “climate change” to “climate resiliency”. **Approved Motion passed by unanimous vote.**

Motion Eagle/Busch to approve adding agriculture education to the qualifications for the job description. **Approved Motion passed by unanimous vote.**

- **Financial/HR Manager Job Description:** Jason requested to revisit the topic from last month’s meeting regarding the Financial/HR Manager job description, noting that the proposed position’s description has many changes from the current position’s description, different than what was expressed during the discussion leading up to a motion. Malysa said that she made a mistake last month and forgot that changes had indeed been made to the description.

Jason asked what duties were taken away/added between the old and new descriptions. Malysa explained that the District Manager (DM) has the final say/approval on financial decisions. The DM will no longer be included in building the budget with the Financial Manager (FM), the FM will work on the budget and then present it to the DM for final approval. A similar process would be used for the annual audit. Malysa added that it is easier if only one person is working on the draft during the process.

Deb mentioned that the description states that the position primarily works from home. She questioned if that should be changed, adding that she would like Malysa’s presence in the office, especially until a new DM is hired. Malysa stated that the description should follow the new work-from-home policy, adding that this might have been left in from the previous description by mistake and she will correct it. Jason referenced a copy of the old description which states that the position requires work to be done primarily from the office. He added that this condition was previously added specifically due to past issues.

Jason also mentioned that the new description is now listed as an exempt (salaried) position. Malysa said that she believes this additional revision makes sense to be a salaried position because of the hours required to perform these duties, especially during the budget and audit. Jason added that the salary chart that was approved in March did not list this new Financial Manager position, especially at compensation step 7. Deb mentioned that a new salary chart might be needed.

Malysa added that there were minimum wage and COLA increases since she was previously the FM. Jason expressed his concern that the FM used to be on compensation step 4/5 on the salary chart but is now on step 7, adding that he doesn’t agree with an office of five employees having two employees making around \$100k.

Dave left around 4:45 pm.

Malysa explained that the FM salary was discussed in the previous Executive Session. Further discussion on this was held. Jason added that he was unaware that the FM salary was discussed.

Motion Brimacombe/Eagle to approve the Financial/HR Manager job description with the removal of “primarily works from home” and replacing it with “follows the telework policy”.

David Taylor, Associate Director, mentioned that he has previous experience with audits and budgets and asked if those are the primary duties for this position or if there are more included since the office is so small. Jason stated that he can not support the district having two employees at that salary level when one person has adequately handled both positions for the past two years. Yes votes: Deb, Bill. No Votes: Jason. **Motion failed.** Michael would like to table the discussion.

- **Annual Meeting Guests:** Malyssa asked that the board let her know if there is anyone they would like her to invite to the annual meeting.

NEW BUSINESS

- **SDAO Conference Who wants to go?:** Malyssa asked if anyone would like to attend the SDAO (Special Districts Association of Oregon) conference in Bend in February, adding that she and Jenn plan to attend.
- **SWCD Certifications:**
 - **Storm Ready from National Weather Service:** Michael explained that if the District had the certificate, we could apply for a grant if there was ever storm damage to the building. He added that the city of Vernonia is certified. Discussion was held. Jason asked if the District could become a storm-ready partner, allowing use of the meeting room if needed. Deb would like the board to look into this further and discuss later. Michael mentioned that it might be helpful to have a guest speaker from the National Weather Service at an upcoming meeting.
 - **National Wildlife Federation (NWF):** Michael would like the District to apply for a certificate with the NWF and install signage to promote the "wildlife sanctuary" that surrounds the office to the public. Brief discussion held. Jenn will look into applying for the certificate.

Motion: Busch/Eagle to approve certifying the SWCD with the National Wildlife Federation.

Approved Motion passed by unanimous vote.

- **Contracts:** N/A.

BOARD REPORTS

- Bill is concerned that the Board has two unfilled positions heading into next year. Jason mentioned that tonight is technically his last meeting. He explained that he didn't run in the election because he felt guilty about his attendance recently, but he would like to be reappointed if no one else is running for his position. Michael would like to thank Jeff for his service on the board. Jason added that the VanNatta's as a whole deserve recognition and is sad that they will no longer be on the board.
- Jason explained that the Nehalem has crested and his property has a lot of water on it. Brief discussion was held.

REGULAR MEETING ADJOURNED AT 5:08 PM

Respectfully Submitted by: *Jennifer Chavez*
 Jennifer Chavez, Operations & Outreach Coordinator

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		December 31, 2024	
Local Government Investment Pool			\$1,102,985.69
US Bank Account			\$115,379.05
TOTAL CASH AVAILABLE			\$1,218,364.74
Local Government Investment Pool			
Balance forward			\$1,110,241.54
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$92,744.15		\$92,744.15
total cleared transactions		-\$100,000.00	-\$100,000.00
Ending balance as of December 31, 2024			\$1,102,985.69
US Bank Account			
Balance forward			\$72,796.06
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$103,827.00		\$103,827.00
total cleared Checks (details follow)		-\$17,376.64	-\$17,376.64
total cleared EFT (details follow)		-\$20,054.35	-\$20,054.35
total cleared Payroll		-\$23,813.02	-\$23,813.02
Ending balance as of December 31, 2024			\$115,379.05

**COLUMBIA SWCD
EFT Detail
December 2024**

Num	Date	Name	Memo	Paid Amount
EFT	12/02/2024	Sierra Springs		
			WATER DELIVERY	<u>-49.47</u>
EFT	12/02/2024	Recur360 Technologies		
			MONTHLY QUICKBOOKS HOSTING	<u>-146.00</u>
EFT	12/03/2024	NW Natural Gas		
			GAS BILL	<u>-28.71</u>
EFT	12/04/2024	Comcast		
			INTERNET SERVICES	<u>-187.89</u>
EFT	12/04/2024	USABLE Life		
			LIFE, AD&D, LTD, STD INSURANCE	<u>-309.07</u>
EFT	12/05/2024	Aflac		
			EMPLOYER PAID	-82.08
			EMPLOYEE PAID	-34.68
			EMPLOYEE PAID	-37.32
			EMPLOYEE PAID	<u>-34.52</u>
EFT	12/09/2024	WEX Card		
			PAYMENT FOR CLOSING DATE 11/30/24	<u>-254.61</u>
EFT	12/12/2024	US Bank Visa		
			CHARGES 11/02/24 - 12/02/24	<u>-3,289.13</u>
EFT	12/14/2024	US Bank		
			ONLINE ACCOUNT ACCESS	<u>-58.33</u>

Num	Date	Name	Memo	Paid Amount
EFT	12/20/2024	US Bank Visa		
			VISA CHARGES	<u>-9,915.50</u>
EFT	12/23/2024	CIT		
			COPY MACHINE LEASE	<u>-461.98</u>
EFT	12/27/2024	Moda Health		
			HEALTH/VISION/DENTAL INSURANCE	<u>-5,128.58</u>
EFT	12/30/2024	Sierra Springs		
			WATER DELIVERY	<u>-36.48</u>
			TOTAL	-20,054.35

COLUMBIA SWCD
Cleared Checks
 December 2024

	Date	Name	Num	Memo	Paid Amount
3053	10/31/2024	Pershing LLC			
		Tax Levy		EMPLOYEE PAID	-1,713.25
				SWCD MATCH	-1,100.89
3055	12/05/2024	Chris Vanderzanden			
		ODA		CONSULTATION SERVICES FOR RURAL LIVING HANDBOOK	-4,000.00
3056	12/05/2024	Deer Island Nursery			
		OWEB		BLACKBERRY REMOVAL	-137.00
				PLANTING FOR RIVERHAWK	-1,543.50
				PLANT MATERIAL FOR RULEY	-5,775.00
3057	12/05/2024	SDAO			
		Tax Levy		ANNUAL MEMBERSHIP DUES 2025	-1,127.00
752851	12/12/2024	ANTHONELLE WATSON			
		Tax Levy		FRAUD CHARGE, RETURNED BY BANK	-1,500.00
3058	12/19/2024	Jennifer Heidrich			
		Tax Levy		CLEANING SERVICES 11/03/24 - 11/24/24	-480.00

TOTAL -17,376.64

COLUMBIA SWCD
Balance Sheet
 As of January 13, 2025

	Jan 13, 25
ASSETS	
Current Assets	
Checking/Savings	
US Bank (4349)	100,509.81
Local Gov Investment Pool 6/13	1,102,985.69
Petty Cash	63.83
Total Checking/Savings	<u>1,203,559.33</u>
Accounts Receivable	
Accounts Receivable	50,046.81
Total Accounts Receivable	<u>50,046.81</u>
Other Current Assets	
Simple Plan Overpayment	2,152.92
Property Taxes Receivable	27,610.32
Grant Receivable	-12,490.50
Total Other Current Assets	<u>17,272.74</u>
Total Current Assets	<u>1,270,878.88</u>
Fixed Assets	
Property, Plant & Equipment	
Land	150,000.00
Building Improvements	1,278,582.10
Equipment	15,757.25
Vehicles	27,500.00
Total Property, Plant & Equipment	<u>1,471,839.35</u>
Accumulated Depreciation	-287,942.99
Total Fixed Assets	<u>1,183,896.36</u>
TOTAL ASSETS	<u><u>2,454,775.24</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,711.64
Total Accounts Payable	<u>1,711.64</u>
Credit Cards	
WEX Card	-102.73
Total Credit Cards	<u>-102.73</u>
Other Current Liabilities	
Prepaid Grants	91,908.26
Deferred Tax Revenue	24,627.82
Accrued Vacation Pay	26,230.05
Payroll Liabilities	
Simple Plan Payable	2,808.42
Aflac Payable	282.90
Total Payroll Liabilities	<u>3,091.32</u>
Total Other Current Liabilities	<u>145,857.45</u>
Total Current Liabilities	<u>147,466.36</u>
Total Liabilities	147,466.36

COLUMBIA SWCD
Balance Sheet
As of January 13, 2025

	<u>Jan 13, 25</u>
Equity	
Net Investment in Capital Asset	3,407.15
Fund Balance	1,861,593.73
Net Income	442,308.00
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Total Equity	2,307,308.88
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TOTAL LIABILITIES & EQUITY	2,454,775.24
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COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
Ordinary Income/Expense	
Income	
Grant Revenue	141,307.81
TAX LEVY	
YEAR 2024	597,303.87
YEAR 2023	7,679.63
YEAR 2022	1,686.41
YEAR 2021	1,235.17
YEAR 2020	1,570.71
YEAR 2019	73.76
YEAR 2018	10.52
YEAR 2017	10.69
YEAR 2016	3.85
YEAR 2015	5.63
YEAR 2014	21.72
OTHER TAXES	-615.93
YEAR 2013	0.54
UNSEGREGATED INTEREST	765.60
Total TAX LEVY	609,752.17
Rent Income	
NRCS Rent Payments	16,289.00
Total Rent Income	16,289.00
Mileage Reimbursement	1,353.40
Interest Earned	19,747.29
Total Income	788,449.67
Gross Profit	788,449.67
Expense	
PERSONNEL SERVICES	
Compensation	
Operations Coordinator	35,638.40
District Manager	53,829.96
Resource Conservationist	88,318.19
Outreach Coordinator	1,574.45
Overtime Pay	205.12
Total Compensation	179,566.12
Accrued Vacation Pay	35.40
Employer Payroll Taxes	13,494.54
Workers' Compensation	79.57
Health Insurance Benefits	16,162.48
Supplemental Insurance	2,428.98
Retirement Benefits	5,180.75
PERSONNEL SERVICES - Other	-0.02
Total PERSONNEL SERVICES	216,947.82
MATERIALS AND SERVICES	
Vehicle	
Vehicle Maintenance	6,314.60
Gas	352.27
Total Vehicle	6,666.87
Volunteers	
Volunteer Recognition	39.99
Total Volunteers	39.99

COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
Contracted Services	
Monitoring	42,962.88
Weed Spraying/Removal	9,168.00
Project Implementation	1,543.50
Total Contracted Services	53,674.38
Education & Outreach	
Rental Fees	-600.00
Supplies	172.33
Total Education & Outreach	-427.67
Building Operations	
Copy Machine Lease	2,938.20
Supplies (TP, Cleaning, etc.)	351.99
Water Delivery	306.31
Janitorial Services	3,000.00
Lawn Maintenance	2,400.00
Total Building Operations	8,996.50
Bank Service Charges	435.42
Dues & Subscriptions	
Web Subscriptions	5,852.70
Membership Dues	6,660.41
Total Dues & Subscriptions	12,513.11
Insurance	
Property & Crime Ins	3,582.90
Vehicle Ins	398.10
General Liability Ins	5,971.50
Total Insurance	9,952.50
Licenses & Fees	84.00
Marketing	866.68
Materials & Supplies	
Project Supplies	11,043.88
Office Supplies	1,306.25
Expense Reimbursements	2,070.34
IT/Computer	
Hardware	209.00
Software	845.70
Total IT/Computer	1,054.70
Field Equipment	1,149.88
Total Materials & Supplies	16,625.05
Meetings, Workshops, Events	
Food/Supplies	263.48
Meetings, Workshops, Events - Other	230.00
Total Meetings, Workshops, Events	493.48
Postage & Mailing	
Postage & Shipping Charges	31.70
Total Postage & Mailing	31.70
Printing & Reproduction	30.00

COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
Professional Fees	
Accountant/Bookkeeper	725.00
Audit	2,000.00
Consulting	5,680.00
Legal Fees	3,762.00
Newspaper Publishing	475.73
Payroll Service Fees	1,097.50
Web/IT Services	13,896.84
Total Professional Fees	27,637.07
Repairs & Maintenance	
Building Maintenance	3,141.50
Total Repairs & Maintenance	3,141.50
Telecommunications	
Internet Costs	1,082.34
Business Phones	2,249.05
Cell Phones	1,451.17
Total Telecommunications	4,782.56
Training & Conferences	
Training Registration Fees	1,415.10
Conference Registration Fees	2,517.59
Total Training & Conferences	3,932.69
Travel Expense	
Mileage Reimbursement	487.77
Parking/Public Transportation	15.00
Lodging	1,512.43
Total Travel Expense	2,015.20
Utilities	
Garbage & Recycle	341.94
Electric	1,512.41
Gas	136.35
Water/Sewer	573.48
Total Utilities	2,564.18
Total MATERIALS AND SERVICES	154,055.21
Total Expense	371,003.03
Net Ordinary Income	417,446.64
Other Income/Expense	
Other Expense	0.00
Other Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	417,446.64

**COLUMBIA SWCD
US Bank Visa Charges
12/03/24 - 01/02/25**

Date	Num	Name	Memo	Credit
12/03/2024	0578	OSU TRANS SERVICE	AMBER PARKING AT CONFERENCE	15.00
12/03/2024	0578	SDAO	ML - SDAO CONFERENCE	290.00
12/03/2024	0578	More Power Technology Group	MS 365 MONTHLY SUBSCRIPTION	247.20
12/03/2024	0578	More Power Technology Group	MONTHLY IT SERVICES	2,066.14
12/03/2024	0578	Dena R Singer CPA PC	FISCAL YEAR CLOSING	250.00
12/03/2024	0578	Hudson Garbage Service	GARBAGE/RECYCLE	57.40
12/03/2024	0578	South Columbia County Chamber of Commerce	CHAMBER DUES	200.00
12/06/2024	0578	Columbia River PUD	ELECTRIC BILL	332.79
12/06/2024	0578	NW Plumbing	WATER TO SHOP	4,265.62
12/09/2024	0578	City of St. Helens	SEWER BILL	28.86
12/09/2024	0578	Comcast	NEW PHONE SYSTEM INSTALL + 2 MONTH	764.64
12/09/2024	0578	EVENTBRITE	AMBER CWMA CONFERENCE	95.00
12/10/2024	0578	Amazon.com	OFFICE SUPPLIES	24.99
12/16/2024	0578	Holiday Inn Express	AMBER ROOM FOR WEED SYMPOSIUM	404.55
12/16/2024	0578	Ramos' Yard Maintenance	LAWN MAINTENANCE	400.00
12/16/2024	0578	McNulty Water People's Utility District	WATER SERVICE	75.00
12/16/2024	0578	CenturyLink	ELEVATOR PHONE LINE	60.53
12/16/2024	0578	Amazon.com	OFFICE SUPPLIES	169.88
12/17/2024	0578	Amazon.com	OFFICE SUPPLIES	79.99
12/17/2024	0578	Amazon.com	OFFICE SUPPLIES	30.59
12/18/2024	0578	Fred Meyer	FOOD FOR BOARD MEETING	54.45
12/18/2024	0578	Amazon.com	OFFICE SUPPLIES	57.32
12/19/2024	0578	Dena R Singer CPA PC	FISCAL YEAR CLOSING	250.00
12/19/2024	0578	VERIZON WIRELESS	CELL PHONE BILL	248.74
12/20/2024	0578	More Power Technology Group	NEW DOCKING STATION FOR ML	209.00
12/23/2024	0578	ADOBE	YEARLY RENEWAL FOR CB	239.88
12/23/2024	0578	ADOBE CREATIVE CLOUD	MONTHLY SERVICES	52.99
12/23/2024	0578	Amazon.com	OFFICE SUPPLIES	24.00
12/31/2024	0578	Amazon.com	CLEANING SUPPLIES	3.78

US Bank Visa

Date	Num	Name	Memo	Credit
01/01/2025	0578	Google	MONTHLY CHARGE	28.80
				11,027.14
				11,027.14

Total US Bank Visa

TOTAL



Position Description District Manager

General Summary

The District Manager is full-time, exempt position for the Columbia Soil and Water Conservation District (CSWCD).

The District Manager's responsibilities include, but are not limited to:

- Board Relations
- Financial Oversight
- Supervisory
- Planning and Programs
- Partnerships

The Columbia Soil and Water Conservation District is a non-profit, governmental agency that operates as a special district of Oregon. The District is run by a board of locally-elected directors, and receives funding primarily through a permanent tax rate, state and federal grants. The District staff provides information, technical assistance and education to property owners regarding soil and water issues on their land and helps to promote the proper and responsible use of natural resources in Columbia County. Columbia SWCD has no regulatory authority but is simply a source of advice and consultation for the public.

Supervision Received

The SWCD Board serves as the District Manager's direct supervisor. The District Manager remains in close contact with the Personnel Director and Board Chair through between meetings. The District Manager reports to the full Board monthly at Board meetings, through monthly reports, and at scheduled committee meetings.

Civil Rights

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

Essential Functions of the Job

Board Relations

- Reports to the Board of Directors; works directly with the Board Chair and other board members to establish and implement board/committee meetings and related actions.
- Serves as the primary liaison between Board of Directors and staff.
- Establishes policies and procedures.

Financial Oversight

- Develops and prepares annual budget and acts as Budget Officer.
- Responsible for fundraising and grant management.
- Keeps the board informed of financial forecast.
- Ensures compliance with relevant laws and rules pertaining to district expenditures.
- Works with auditor and Operations Coordinator to complete the annual audit.

Office Management and Human Resources

- Prepare payroll disbursement for District employees. Submit all reports and payments required, to appropriate agencies. Maintain payroll records.
- Oversee human resources support including: benefits administration; personnel file maintenance and privacy; personnel policy manual updates; recruitment and on-boarding process for new employees; researching a variety of human resources and personnel issues.
- Oversee administrative support to District Manager and other Staff as needed.

- Oversee office operations including: front desk reception; customer service; vendor liaison; office equipment purchase and maintenance; ordering supplies; arranging travel; and assisting with a variety of other tasks.

Contracting

- Maintain policies and rules. Chair contracting committee.
- Includes scheduling and leading meetings
- Review and approve bids with contracting committee.

Supervisory Responsibilities

- Supervises staff
- Staff recruitment
- Employee relations, handles dismissals
- Staff development/coaching and instruction
 - Hold 1x1 meetings with staff to provide direction and feedback.
 - Provide daily/weekly oversight, direction, and feedback for staff as necessary.
 - Review and approve staff work products and attend project meetings.
 - Ensure appropriate inter and intra-program coordination and collaboration.
 - Provide other staff support as necessary.
- Staff Evaluations

Grants

- Monitor all grant activities and ensure all grant reports are done on time.
- Fiscal management of all grants: ensure all funds are requested and received in a timely manner.

Planning and Programs

- Responsible for establishing strategic plans and implementing actions to achieve goals
- Develops and implements specific courses of action
- Responsible for all aspects of the CSWCD's programs, focusing on providing leadership for program supervisors

Partnerships

- Is the primary contact for the CSWCD-wide partnerships

Qualifications

- Higher education at least a 4-year degree business management, environmental science, biology or other related field, or
- 5-7 years of directly related work experience or combination of education and experience sufficient to be productive with no or little orientation
- Ability to understand and follow oral and written instructions and policies from SWCD Board.
- Must be able to work independently, prioritize and organize to work on multiple tasks, and meet deadlines.
- Ability to communicate effectively with employees and the public using tact, courtesy, and good judgment.
- Skilled in public speaking and engaging with constituents and community partners.
- Intermediate knowledge of computers, including Microsoft Office and GIS applications
- Knowledge of laws and regulations related to conservation, land use, and restoration

Job Conditions

- Must be able to satisfactorily pass a background check.
- This position works primarily in the office.

The Columbia Soil and Water Conservation District is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, political beliefs, national origin, citizenship, age, disability, or any other status protected by law.

- The office work may include working at a desk, using a computer, or standing at a table.
- This position requires travel to conferences, workshops, training sessions, plus daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week. A valid driver license is required.
- The District Manager shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
- Ability to respond outside of normal business hours in an emergency.

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Financial/HR Manager (Exempt)

General Summary

This is a 40-hour per week exempt position. Hours may vary depending on the requirement to attend night and early morning meetings.

The Financial Manager's responsibilities include, but are not limited to:

- Public funds accounting, budget administration, and financial reporting.
- Monthly Payroll.
- HR

The Columbia Soil and Water Conservation District is a non-profit, governmental agency that operates as a special district of Oregon. The District is run by a board of locally-elected directors, and receives funding primarily through a permanent tax rate, state and federal grants. The District staff provides information, technical assistance and education to property owners regarding soil and water issues on their land and helps to promote the proper and responsible use of natural resources in Columbia County. Columbia SWCD has no regulatory authority but is simply a source of advice and consultation for the public.

Supervision Received

The District Manager will supervise the Financial Manager. Most work is accomplished independently. The District Manager conducts the performance evaluation for this position.

Civil Rights

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

Essential Functions of the Job

Human Resources

- Prepare payroll disbursement for District employees. Submit all reports and payments required, to appropriate agencies. Maintain payroll records.
- Oversee human resources support including: benefits administration; personnel file maintenance and privacy; personnel policy manual updates; researching a variety of human resources and personnel issues.
- Keep staff up to date on current laws and benefit changes pertaining to HR.
- Ensure that hiring practices, workplace rules, and employee treatment comply with relevant laws and company policies.

Finance and Budget

- Budget Development and monitoring
 - Budget Officer - Develop the Budget Message and annual budget, Calendar, etc.
 - Work with the Budget Committee to develop the final organizational budget.
 - Attend Budget Committee Meeting.
 - Monitor and manage the organizational budget throughout the fiscal year.
 - Ensure all legal notices are published to the local newspaper of record accordingly.
- Annual Audit
 - Coordinate with independent firm to conduct the annual Columbia SWCD audit.
 - Provide all schedules and documentation required by Auditor.
 - Respond to all inquiries and recommendations from Auditor.
 - Recommend improvements to reporting systems, and internal financial controls to District Manager.

- Work with Auditor to review year-end audited financial statements.
- Bookkeeping and financial oversight
 - Develop fiscal policies that ensure strong fiscal controls and compliance with appropriate accounting standards.
 - Monitor revenue and spending patterns.
 - Develop Financial reports for Board and Staff as needed.
 - Maintain all online (ACH & EFT) payments.
 - Accounts Receivable/Payable duties: Enter all invoices received, prepare bills for payment, work with District Manager to pay bills. Receive and process payments from funders to correct accounts.
 - Work with certified CPA to do annual reviews of QuickBooks.

Grants

- Monitor all grant activities and ensure all grant reports are done on time.
- Fiscal management of all grants: ensure all funds are requested and received in a timely manner.

Qualifications

- Course work in HR and Accounting and/or at least 7 years of related experience is preferred.
- Good communication skills, writing skills, and interpersonal skills. Must have knowledge of English composition, grammar, spelling, punctuation, and editing.
- Ability to understand and follow oral and written instructions and policies. Must be able to work independently, prioritize and organize to work on multiple tasks, and meet deadlines.
- Ability to perform routine office practices and to follow procedures.
- Ability to communicate effectively with other employees and the public using tact, courtesy, and good judgment.
- The ability to use a personal computer for information entry, retrieval and correspondence is required. Must be proficient with Microsoft Excel, Word, Publisher, PowerPoint, and Outlook; Extensive knowledge of QuickBooks is necessary.

Job Conditions

- Must be able to satisfactorily pass a background check.
- The office work may include working at a desk, using a computer, or standing at a table.
- This position requires travel to conferences, workshops, training sessions, plus daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week. A valid driver license is required.
- The Financial Manager shall perform all duties in a prudent and sensible manner; following established protocols that ensure safety.

Benefits

In addition to paid legal holidays, workers compensation, and unemployment insurance, the Columbia SWCD will provide vacation time, sick leave, one personal day of leave, health insurance, dental insurance, vision, short and long Term disability, and a retirement plan

The Columbia Soil and Water Conservation District is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, political beliefs, national origin, citizenship, age, disability, or any other status protected by law.



Position Description District Manager

General Summary

The District Manager is full-time, exempt position for the Columbia Soil and Water Conservation District (CSWCD).

The District Manager's responsibilities include, but are not limited to:

- Board Relations
- Financial Oversight
- Supervisory
- Planning and Programs
- Partnerships

The Columbia Soil and Water Conservation District is a non-profit, governmental agency that operates as a special district of Oregon. The District is run by a board of locally-elected directors, and receives funding primarily through a permanent tax rate, state and federal grants. The District staff provides information, technical assistance and education to property owners regarding soil and water issues on their land and helps to promote the proper and responsible use of natural resources in Columbia County. Columbia SWCD has no regulatory authority but is simply a source of advice and consultation for the public.

Supervision Received

The SWCD Board serves as the District Manager's direct supervisor. The District Manager remains in close contact with the Personnel Director and Board Chair through between meetings. The District Manager reports to the full Board monthly at Board meetings, through monthly reports, and at scheduled committee meetings.

Civil Rights

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

Essential Functions of the Job

Board Relations

- Reports to the Board of Directors; works directly with the Board Chair and other board members to establish and implement board/committee meetings and related actions.
- Serves as the primary liaison between Board of Directors and staff.
- Establishes policies and procedures.

Financial Oversight

- Develops and prepares annual budget and acts as Budget Officer.
- Responsible for fundraising and grant management.
- Keeps the board informed of financial forecast.
- Ensures compliance with relevant laws and rules pertaining to district expenditures.
- Works with auditor and Operations Coordinator to complete the annual audit.

Office Management and Human Resources

- Prepare payroll disbursement for District employees. Submit all reports and payments required, to appropriate agencies. Maintain payroll records.
- Oversee human resources support including: benefits administration; personnel file maintenance and privacy; personnel policy manual updates; recruitment and on-boarding process for new employees; researching a variety of human resources and personnel issues.
- Oversee administrative support to District Manager and other Staff as needed.

- Oversee office operations including: front desk reception; customer service; vendor liaison; office equipment purchase and maintenance; ordering supplies; arranging travel; and assisting with a variety of other tasks.

Contracting

- Maintain policies and rules. Chair contracting committee.
- Includes scheduling and leading meetings
- Review and approve bids with contracting committee.

Supervisory Responsibilities

- Supervises staff
- Staff recruitment
- Employee relations, handles dismissals
- Staff development/coaching and instruction
 - Hold 1x1 meetings with staff to provide direction and feedback.
 - Provide daily/weekly oversight, direction, and feedback for staff as necessary.
 - Review and approve staff work products and attend project meetings.
 - Ensure appropriate inter and intra-program coordination and collaboration.
 - Provide other staff support as necessary.
- Staff Evaluations

Grants

- Monitor all grant activities and ensure all grant reports are done on time.
- Fiscal management of all grants: ensure all funds are requested and received in a timely manner.

Planning and Programs

- Responsible for establishing strategic plans and implementing actions to achieve goals
- Develops and implements specific courses of action
- Responsible for all aspects of the CSWCD's programs, focusing on providing leadership for program supervisors

Partnerships

- Is the primary contact for the CSWCD-wide partnerships

Qualifications

- Higher education at least a 4-year degree business management, environmental science, biology or other related field, or
- 5-7 years of directly related work experience or combination of education and experience sufficient to be productive with no or little orientation
- Ability to understand and follow oral and written instructions and policies from SWCD Board.
- Must be able to work independently, prioritize and organize to work on multiple tasks, and meet deadlines.
- Ability to communicate effectively with employees and the public using tact, courtesy, and good judgment.
- Skilled in public speaking and engaging with constituents and community partners.
- Intermediate knowledge of computers, including Microsoft Office and GIS applications
- Knowledge of laws and regulations related to conservation, land use, and restoration

Job Conditions

- Must be able to satisfactorily pass a background check.
- This position works primarily in the office.

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- The office work may include working at a desk, using a computer, or standing at a table.
- This position requires travel to conferences, workshops, training sessions, plus daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week. A valid driver license is required.
- The District Manager shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
- Ability to respond outside of normal business hours in an emergency.

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Financial/HR Manager (Exempt)

General Summary

This is a 40-hour per week exempt position. Hours may vary depending on the requirement to attend night and early morning meetings.

The Financial Manager's responsibilities include, but are not limited to:

- Public funds accounting, budget administration, and financial reporting.
- Monthly Payroll.
- HR

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Supervision Received

The District Manager will supervise the Financial Manager. Most work is accomplished independently. The District Manager conducts the performance evaluation for this position.

Civil Rights

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

Essential Functions of the Job

Human Resources

- Prepare payroll disbursement for District employees. Submit all reports and payments required, to appropriate agencies. Maintain payroll records.
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