

# *Klamath Watershed Partnership*

## *Position Description*

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**Position Title:** Executive Director  
**Reports To:** Board of Directors  
**FLSA Status:** Exempt  
**Prepared By:** Nathan Jackson  
**Prepared Date:** December 2, 2009  
**Approved By:** Board of Directors  
**Approved Date:** \_\_\_\_\_

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### **Summary**

Directs and coordinates operations of nonprofit agency to provide watershed assessment, education and restoration services to the Klamath Watershed by performing the following duties personally or through subordinate supervisors and employees.

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**Essential Functions and Responsibilities** *include the following. Other duties may be assigned.*

#### **Organizational Management:**

- Oversee the day-to-day operations of the organization.
- Ensure the Restoration, Assessment and Outreach Programs operate effectively and efficiently, further the mission of the organization in upholding the needs of local economies as well as the ecosystem, and are grounded in the best available science.
- Ensure the organization is in compliance with all legal and contractual obligations.
- Demonstrate regular and reliable work attendance.

#### **Staff, Contractor and Partner Relations**

- Provide positive leadership and supervision for subordinate supervisors and staff.
- Ensure organizational structure, roles and responsibilities are in place to fulfill the organization's mission.
- Recruit, hire and retain well-qualified employees, provide informal feedback, coaching and formal evaluations, institute performance plans, and lay off or fire employees when necessary.
- Confer with staff and disseminate information to keep them abreast of current developments.
- Hire and oversee independent contractors.
- Establish and maintain close working relationships with Watershed Working Groups, natural resource agencies, other associated organizations, local, state and federal elected officials, internal staff and the Board of Directors.

#### **Board Support**

- Provide staff support to the Board of Directors by working with the Board Chair to develop the agenda for monthly, quarterly and annual Board meetings, providing

monthly program and financial reports to the Board, and supporting Board sub-committees as needed.

- Assist the Board in short and long-range strategic planning.
- Recommend new policy and procedures to the Board.

#### Fiscal Management

- Manage multiple funding streams and line-item expenses, ensuring quality program management as well as cost effectiveness and compliance with agency and funder requirements.
- Develop and manage contracts and agreements with funders and agencies that clearly define each party's fiscal, programmatic and reporting responsibilities.
- Prepare budget to project revenue and expenses, allocate program expenses among various funding sources, and facilitate cost control through regular budget-to-actual reporting.
- Ensure that financial tasks, including bill payment, cost allocations, reimbursement requests and financial reporting are accurate and timely.
- Secure private and public funding needed to support and sustain the organization.

#### Program Management

- Ensure the Restoration, Assessment and Outreach Programs operate effectively and efficiently, further the mission of the organization in upholding the needs of local economies as well as the ecosystem, and are grounded in the best available science.

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### **Supervisory Responsibilities**

Manages supervisors and non-supervisory employees in assessment, outreach and restoration management. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Supervises Contractors, and makes decisions hiring or terminating contractors.

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### **Competencies**

*To perform the job successfully, an individual should demonstrate the following competencies:*

#### **Intellectual Competencies**

Analyzes complex and diverse information and uses intuition and experience to complement data; Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics; Strives to continuously build knowledge and skills; Shares expertise with others.

#### **Project Management Competencies**

Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Uses time efficiently; Plans for additional resources; Monitors own

work to ensure quality; Displays original thinking and creativity; Meets challenges with resourcefulness; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

### **Interpersonal Skills Competencies**

Treats others with respect and consideration regardless of their status or position; Inspires the trust of others; Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things; Balances team and individual responsibilities; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

### **Communication Competencies**

Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information; Communicates changes and progress.

### **Leadership Competencies**

Provides vision, inspiration, and motivation to peers and subordinates; Effectively influences actions and opinions of others; Inspires the trust of others; Able to build morale and group commitments to goals and objectives.

### **Management Competencies**

Includes staff in planning, decision-making and process improvement as appropriate; Delegates work assignments; Sets expectations and monitors delegated activities; Makes self available to staff; Provides regular performance feedback; Gives appropriate recognition to others; Shares expertise with others; Develops subordinates' skills and encourages growth; Fosters quality focus in others; Takes responsibility for subordinates' activities; Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Continually works to improve supervisory skills.

### **Organizational Development Competencies**

Develops strategies to achieve organizational goals and values; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Manages change effectively, adapting strategies to changing conditions and communicating changes to staff, Board and public as appropriate; Improves processes and services; Plans for reduced or additional resources; Conserves organizational resources and works within approved budget; Benefits organization through outside activities.

### **Self-Management Competencies**

Sets and achieves challenging goals; Prioritizes and plans work activities; Uses time efficiently; Demonstrates persistence and overcomes obstacles; Displays willingness to make decisions; Exhibits sound, accurate, and timely judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Follows through on commitments; Accepts responsibility for own actions; Demonstrates persistence and overcomes obstacles; Demonstrates accuracy, thoroughness, and quality; Follows policies and procedures; Completes administrative tasks correctly and on time; Works ethically and with integrity; Meets challenges with resourcefulness.

### **Technical Job Knowledge Competencies**

Understands the needs of agricultural producers in the Basin; Understands ecosystem needs of the Basin in terms of water quality, water availability, fish and wildlife habitat and lake and river hydrology; Understands associated restoration strategies, including riparian vegetation, natural and treatment wetlands, channel geomorphology, fish ladders and screening, grazing management, irrigation management and upland vegetation; Maintains a working knowledge of the roles, responsibilities and resources of state and federal natural resource agencies and private organizations involved in restoration in the Basin, and works to maintain those relationships and maximize the potential for collaboration.

### **Safety and Security Competencies**

Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

### **Attendance/Punctuality/Dependability Competencies**

Is consistently at work and on time; Attends evening meetings when necessary; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

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### **Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education and/or Experience**

Bachelor's degree or equivalent in related field; or four to six years related experience and/or training in natural resources, business management, or a related field; or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Directors, staff, funders, landowners and the general public.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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**Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software; Word Processing software, and Accounting software.

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**Certificates, Licenses, Registrations**

Current driver's license and a good driving record.

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**Other Skills and Abilities**

Ability to initiate, organize, and implement tasks with little supervision.  
Competence in GIS/ARC.

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**Other Qualifications**

Knowledge of natural resource agency funding programs and other restoration resources.  
Knowledge of natural resource disciplines and ecosystem restoration strategies.  
Knowledge of agricultural best management practices.  
Familiarity with the Upper Klamath Basin.

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**Physical Demands** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand; walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

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**Work Environment** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee must travel in varied weather and road conditions in motor vehicles and on foot when necessary. The noise level in the work environment is usually moderate. There is occasional exposure to noxious plants, insects and animals.