



Napa County Resource Conservation District
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EMPLOYMENT OPPORTUNITY

January 25, 2018

Position Title: Executive Director / General Manager
Status: Full-time, At-Will
Application Deadline: Open Until Filled (*Deadline is February 20, 2018*)
Compensation: \$48.66 - \$56.42 hourly
\$8,434.40 - \$9,779.46 per month
\$101,212.80 - \$ 117,353.60 annually

Position Summary

The Executive Director / General Manager (ED/GM) is the chief administrative officer of the Napa County Resource Conservation District (Napa RCD or District) and is responsible for managing the internal business operations of the District and serving as the public face of the District to a large and varied group of agricultural, regulatory, environmental, and research communities, as well as with the public at large. The ED/GM is an at-will employee who reports to a seven-member Board of Directors and oversees the District team in delivery of services as outlined by the Board of Directors. The ED/GM collaborates on many aspects of program planning and implementation, including seeking appropriate funding sources, and is required to serve as a positive role model by supporting the mission, vision, and values of Napa RCD. The position requires a strong and broad-based knowledge of natural resources, fund development skills, self-direction, strategic thinking, collaborative leadership style, and problem-solving skills in order to carry out Napa RCD's mission.

Organization Summary

The Napa RCD is a non-regulatory, local special district whose mission is to empower the community to voluntarily conserve, protect, and restore natural resources in a landscape that supports agriculture, urban areas and wild spaces. Founded in 1945, the Napa RCD works to identify local conservation issues and seek solutions on a voluntary basis, leveraging very limited government funding to secure grant funding and fee-for-service funding. Napa County RCD employs 10 staff members, who possess a wide range of natural resource and conservation expertise, and is directed by a board of local Napa County landowners with varying professional backgrounds. Napa RCD manages programs related to conservation planning, soil health, fisheries monitoring, habitat restoration, sustainable agriculture, and youth and community education. Vineyards are a major agricultural focus in Napa County, and Napa RCD owns and manages a sustainable demonstration vineyard and orchard in the Carneros region of Napa County.

Position Description

The Executive Director / General Manager leads a hardworking, staff of professionals who enjoy working together under conditions of considerable independence. The ED/GM is expected to carry out his or her duties within a forty-hour week. Attendance is required at occasional evening and weekend activities, and some activities may be out of town. The ED/GM must possess a strong desire to work with a wide variety of partners and community stakeholders including environmental, agricultural, government, philanthropic individuals and groups.

The following examples illustrate the range of duties for this position. Additional or different duties from those listed below may be required.

General Duties

- Maintain thorough knowledge of current and emerging issues affecting natural resources in Napa County, the North Bay, the Bay Area, and statewide.
- Develop, maintain and enhance strong working relationships with stakeholders at all levels, especially the Natural Resources Conservation Service, Napa County, the California Association of RCDs, and other RCDs.
- Serve as the primary spokesperson and public representative for Napa RCD, providing a visible presence or “face” for the District through public interactions with the community and partners.

Financial and Administrative Duties

- Develop, manage and monitor the District’s budget as approved by the Board of Directors throughout the fiscal year; oversee accounting procedures, supervise annual financial audit, ensure responsible management of public funds.
- Provide oversight in managing all District contracts, agreements and policies to assure compliance and successful completion.
- Supervise, support and coordinate the seeking and writing of fund development efforts (e.g., grant proposals, fee for service work, etc.) to maintain the work of the District. Coordinate with District staff to determine the scope and budget for any grant proposal to assure it fits with the mission, goals and expertise of the District.

Personnel and Board Relations

- Manage and evaluate the personnel required to accomplish the District’s objectives and responsibilities. Provide leadership, supervision, and guidance to personnel as necessary including timely and specific direction to personnel regarding District activities, staff meetings, performance reviews, workload analysis, and conflict resolution.
- Manage all human resource related matters including recommending compensation and benefits, developing job descriptions, recruiting, hiring, training, promotion, discipline, and termination.
- Prepare and finalize Board meeting agendas and associated materials. Attend all Board meetings.
- Report regularly to the Board regarding achievement of District objectives and goals and provide regular updates on current projects and budget.

- In coordination with the Board and Napa RCD staff, develop and implement strategic and annual plans and budgets for the District.

Desired Qualifications

- BA/BS from an accredited school in environmental planning, natural resource management, business or public administration or a related field (Master's Degree preferred).
- A minimum of five years of experience with a public agency or non-profit organization with specific experience in financial and organizational management, fundraising, grant management, and human resources (management experience preferred).
- Excellence in organizational management, with the ability to manage and develop high-performance teams, set and achieve strategic objectives, and manage complex budgets.
- Knowledge of agriculture, conservation and land use issues in Napa County.
- A California driver's license, a clean driving record, and successful completion of a background check.

To Apply

To apply, please send a cover letter stating your interest in the position. **Please also include a resume, a minimum of three professional references with contact information, and written responses to the supplemental questions below.** Please send application materials to anna@naparcd.org with the subject line: Executive Director Application.

Supplemental Questions:

1. Please tell us why you are interested in this position and why this is a good time in your career to become the Executive Director / General Manager of the Napa County Resource Conservation District.
2. Describe your abilities and successful experiences in serving a diverse constituency and multiple agency partners.
3. Describe your leadership style and experience managing a diverse team of professionals. What do you believe are the key factors to maintain a positive and productive working relationship with individuals that you manage and provide examples of how you might resolve conflicts?
4. Describe your experience working with a Board of Directors, including the development and management of financial procedures.

Recruitment Process

1. Complete applications must be submitted by 5 p.m. February 20, 2018.
2. Phone screening may be required.
3. Interviews will tentatively take place between February 26-March 2, 2018.

Any part of the recruitment process, including a decision to hire, may be modified or canceled to meet the needs of the Napa RCD.

Additional Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work is primarily performed in an office environment. Position may require manual labor. The work requires the ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination; ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, use repetitive motions, and traverse uneven terrain. The position requires the ability to operate a telephone, computer keyboard, copier, other typical equipment, and motor vehicle, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 35 pounds. When necessary, the position requires the ability to work unusual shifts, including weekends. Incumbent will be required to use personal vehicle for work duties when District vehicle is not available. District will reimburse mileage at the federal rate.

Work Environment

Work and/or office hours are generally from 8:00 AM to 5:00 PM; however, the incumbent may be required to attend occasional evening and/or weekend events. The primary place of employment is the Napa County Resource Conservation District field office in the City of Napa, California. Local travel will be required, generally within Napa County and San Francisco Bay Area / Sacramento Valley.

Compensation and Benefits

Compensation will be commensurate with experience. The Napa RCD's benefits package includes individual employee health and dental benefits (employer covers 100%), discretionary leave time (vacation leave 78 hrs. per year (yrs 1-5), sick leave 78 hrs. per year (yrs 1-5), 9 paid holidays, 8 hrs. personal leave per year, retirement benefits (CalPERS), and access to a voluntary deferred compensation program.

Equal Opportunity

Napa RCD is an equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Drug-free Workplace

It is the objective of the Napa RCD to achieve a drug free workplace. Any applicant will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and a special trust placed in public servants.