



SNOHOMISH



CONSERVATION DISTRICT

Lake Stevens, Washington

FINANCE AND ADMINISTRATIVE DIRECTOR

\$91,773 - \$112,489

Plus Excellent Benefits

Apply by

November 17, 2024

(Applications Reviewed as Submitted, Open Until Filled)

PROTHMAN



WHY APPLY?



Headquartered in Lake Stevens, Washington, the Snohomish Conservation District (SCD) is one of 45 conservation districts in the State of Washington. SCD is a leader among peers with green stormwater infrastructure, youth education, community engagement, and climate resilient habitat restoration and agriculture programs. SCD takes the mission of the District to heart – “work cooperatively with others to promote and encourage conservation and responsible use of natural resources” – as the district implements successful and innovative approaches to getting real work done on-the-ground.

If you are looking to play a key role in climate resiliency and environmental conservation in a beautiful place to live, you have found the right place to join in contributing to a healthy future.

THE COMMUNITY

Lake Stevens, Washington is a thriving city within western Snohomish County, known for its stunning 1,000-acre lake at the heart of the community. With a population of over 41,000, the city has grown from a quiet lakeside retreat into one of the fastest-growing communities in the region, while still retaining its close-knit feel. The lake itself is the centerpiece of life in Lake Stevens, drawing residents and visitors alike for year-round activities which include boating, fishing, and swimming. Public access points and parks such as Lundeen Park and Wyatt Park offer beautiful settings for outdoor fun and community gatherings.



Lake Stevens takes pride in its schools, which are part of the well-regarded Lake Stevens School District, attracting families looking for a solid educational environment. The city also hosts several annual family events, including the much-loved Aquafest, which brings the community together for parades, fireworks, local food, and entertainment. The community also hosts additional events including an annual polar plunge, Easter egg hunt, Farmers Market, Movies in the Park, and seasonal celebrations such as HarvestFest and WinterFest.

The city’s location provides a balance between the calming nature of suburban life, while maintaining a proximity to larger economic hubs. Just a short drive from Everett and 30 miles north of Seattle, residents enjoy easy access to shopping, and dining, while still returning home to the peaceful surroundings of this lakeside city.

Whether you’re drawn by the scenic beauty, recreational opportunities, or strong community ties, Lake Stevens offers a unique blend of natural charm and modern living in the Pacific Northwest.

THE DISTRICT

SCD is a non-regulatory political subdivision of state government. The District’s boundaries include Camano Island and most of Snohomish County. The District has been working with farmers, city residents, rural and suburban landowners on a voluntary basis since 1941, and has many services to help landowners protect and enhance natural resources including Farm Planning, Habitat Restoration, Forest Stewardship, Urban Conservation, Stormwater Solutions, Sound Horsekeeping, Agroforestry, and Youth Education.



The District is governed by a five-member, voluntary Board of Supervisors. Three members are elected by local citizens within the boundaries of the District, and two members are appointed by the Washington State Conservation Commission. All five positions serve three-year terms. The Executive Director reports to the Board and oversees all District operations and personnel. The District's departments include the Executive Director's Office, Business Operations, Habitat Restoration and Floodplain Management, Engineering, Education and Outreach, Agriculture, and Community Conservation.

Operating on a 2024 budget of approximately \$9 million with 42 staff members, the Snohomish Conservation District receives some basic funding from the Washington State Conservation Commission and is also supported with rates and charges from Island County for Camano Island, and Snohomish County. The District aggressively pursues local, state and Federal grants to further leverage their base funding. Wherever possible, the District partners with other entities to achieve similar goals working with land owners, urban, rural and suburban residents on conservation issues.



THE POSITION

Working within the Business Operations division, the Finance and Administrative Director will lead a team of 5-6 direct reports and will be charged with the financial and administrative functions of the District, which include grant management, procurement, human resources, and policy compliance. The Finance and Administrative Director also works collaboratively with the management team to further the District's strategic planning goals, and will be involved in many aspects of developing, tracking, and administering the organizational budget.

SCD values a work-life balance and offers hybrid working opportunities. This position will be based in SCD's Lake Stevens office. Following a successful onboarding period, there will be an option to work remotely part of the time. Some essential functions of this position will require in-office work at specific times.



Essential Duties & Responsibilities include:

- Provide technical assistance and administrative guidance for accounting, payroll, contracting, HR, budget, and financial responsibilities for projects and grants.
- Ensure successful coordination of state and federal audits.
- Review and provide input into updating policies and procedures as needed.
- Assist in annual budgeting and strategic planning.
- Supervise and mentor staff on the Finance and Administrative team.
- Collaborate with grant managers to create content, deliverables, and budget for new grant opportunities.
- Oversee procurement processes.
- Oversee and evaluate administrative processes and procedures to improve efficiency and accuracy.

IDEAL CANDIDATE

Required Education and Experience:

- A bachelor’s degree in public administration, business administration, accounting, law, natural resources, or a related field.
- Three (3) years of supervisory/program management experience. Alternative combinations of education and experience will be considered.

Necessary Knowledge, Skills, and Abilities:

- Experience with contracts and grants through different funding agencies.
- Experience with accounting software and proficiency with Microsoft Excel and Word.
- Demonstrated ability to work effectively with diverse groups and individuals.
- Excellent organizational skills and the ability to multi-task effectively, and phenomenal attention to detail.
- Excellent leadership, communication, interpersonal, public relations, negotiation, coordination, and diplomacy skills.
- The ability to be a team player and take a collaborative approach to solving problems with staff and partners.
- The ability to see the needs of the District and proactively work to create or improve processes, procedures, and available resources.
- Demonstrated experience with project management tools and the ability to implement and manage project management tools for the District.
- Experience with organizational financial management and budget development and tracking experience.



Preferred Knowledge, Skills, and Abilities:

- A master’s degree in public administration, business administration, natural resources management, accounting, law, or a related field.
- Five (5) years or more of supervisory/program management experience.
- Professional knowledge of the policies and practices of conservation districts.
- A working knowledge of federal, state, and local laws, rules and policies that directly affect natural resource conservation on private lands in Washington.
- Knowledge of and/or experience providing Human Resources support to staff.
- Experience with payroll, billing, BARS, general accounting principles, and audits.
- A working knowledge of Smartsheet and Springbrook Express software.
- A working knowledge of government procurement processes, and the ability to serve as a subject matter expert when needed.
- Experience with local, state, and federal contracts and grants through different funding agencies.



COMPENSATION & BENEFITS

- **\$91,773 - \$112,489 DOQ**
- Hybrid-remote work opportunity following a successful onboarding period.
- Medical insurance premium coverage through Washington State PEBB at 100%.
- Dental insurance coverage through Washington State PEBB. The District matches employee dependent’s dental premiums at 100%. A monthly contribution to a health reimbursement arrangement (HRA) plan through Voluntary Employees Beneficiary Association (VEBA) for employees who opt to waive District medical insurance coverage.
- Life Insurance through Washington State Health Care Authority (WSHCA), with coverage paid by the District.
- Long Term Care coverage through the WA Cares Fund, with premiums paid by the District.
- Long Term Disability through WSHCA.
- Twelve (12) paid holidays each year, plus annual and sick leave accrued at 8 hours per month
- Employer-contributed retirement program through the State of Washington Employees’ Retirement System (PERS) and the ability to participate in the Deferred Compensation Program (DCP).



For more information on the Snohomish Conservation District, please visit:

www.snohomishcd.org

The Snohomish Conservation District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 17, 2024** (Applications reviewed as submitted. Open until filled). Applications will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Snohomish Conservation District, WA – Finance and Administrative Director**" and click "**Apply Online**," or click [here](#).



www.prothman.com

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