



People Making
A Difference!

Idaho
State Government

**Soil and Water
Conservation
Commission**

650 W. State Street
P.O. Box 83720
Boise, Idaho
83720-0004

WEBSITE:
www.swc.idaho.gov

If you have questions,
please contact us at:
(208) 332-1819

FAX: 334-2307

EMAIL:
hr@adm.idaho.gov

Non-Classified Opening

Administrator

Soil & Water Conservation Commission

Non-Classified

Open for Recruitment: March 23, 2011 – April 15, 2011

Announcement # NONCLS041690

Salary Range: \$30.51 to \$36.00 hourly [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Idaho Soil and Water Conservation Commission (SWC) is seeking an Administrator to provide leadership and direction in carrying out the mission of the Commission. The Administrator will work closely with the 50 local conservation districts in Idaho, provide leadership to the Idaho Soil & Water Conservation Commission (SWC) staff; and administer multiple state and federal programs, in accordance with code, rule and cooperative agreements.

Reasonable moving costs, as allowed by the State Board of Examiners, may be provided.

Key Responsibilities:

- Provide leadership in setting Soil & Water Conservation Commission goals and objectives in conjunction with Commission members, staff and customers to accomplish the Commission's statutory requirements and program objectives.
- Provide leadership in developing appropriate SWC policies and operating procedures and ensure implementation in accordance with statutory authorities and responsibilities.
- Ensure the Commission has a long-range strategic plan towards which it makes consistent and timely progress to achieve its mission.
- Represent SWC in meetings with various state, regional and national regulatory groups, agricultural commissions, marketing associations and commodity groups.
- Secure the assistance of state and federal agencies to carry out the conservation programs and operations of the Commission and Idaho's Soil Conservation Districts.
- Provide leadership in developing and executing Commission budgets, including representing the SWC in negotiating any necessary cooperative agreements or contracts.
- Act as liaison to the Legislative and Executive Branch and present proposed SWC budget and any necessary rules or legislation.
- Manage a very diverse professional staff by directing staff on organizational goals, providing coaching and development to employees and evaluating performance of direct reports.

Minimum Qualifications:

Education:

Bachelor's Degree in an agriculture, natural resources, or similar discipline.
OR
Bachelor's Degree in business, public or business administration, finance, accounting, economics or related field.

Knowledge:

- Good knowledge of management practices.
- Some knowledge of conservation district responsibilities and operations.
- Some knowledge of resource management systems that include soil conservation practices and water quality best management practices planning, implementation, and evaluation.

Experience:

- Working as a liaison to local, state and federal agencies or interest groups.
- Developing and managing a large or complex budget.
- Independently reviewing laws, regulations, policies and/or procedures for opportunities and/or compliance.
- Developing and implementing strategic plans, policies and procedures.
- Presenting complex information to the public or non-technical individuals verbally and in writing.

Ability:

- Manage multiple projects and programs with multiple stakeholders.
- Manage and provide direction to professional staff located in multiple locations.
- Build positive and effective working relationships with stakeholders including private landowners, local organizations, state and federal agencies, legislative and executive branches of government as well as the general public.

To Apply:

Please submit a resume tailored to address the minimum qualifications listed above, a letter of interest and four work-related references. Please indicate in your resume if you are eligible for Veterans' Preference or Disabled Veterans' Preference in accordance with Idaho Code 65-504. Send your resume, letter, and references to:

Rebecca Fry, SPHR
Human Resource Officer
Department of Administration
650 W. State Street
Boise, Idaho 83720

Or email your information to:
rebecca.fry@adm.idaho.gov

Idaho Soil Conservation Commission

The Idaho Soil Conservation Commission provides support and services to Idaho Soil Conservation Districts in the wise use and enhancement of soil, water, and related resources by providing support to Idaho's 50 soil conservation districts, improving the environment, increasing public awareness of conservation issues and solutions, supplying citizens and public officials with technical information to improve the way they manage natural resources, and contributing technical assistance to landowners and land users in water use, conservation and rural

development.

Applicants are encouraged to review the Soil Conservation District Law, Idaho Code Title 22, Chapter 27.

For more information about the Idaho Soil and Water Conservation Commission, visit us at: <http://www.swc.idaho.gov>

Equal Opportunity Employer

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.