

## COMMISSION

H. Norman Wright  
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Roger Stutzman  
Vice Chairman

Jerry Trebesch  
Secretary

Dave Radford  
Commissioner

Leon Slichter  
Commissioner

Teri A. Murrison  
Administrator

## ADMINISTRATOR

**CLASS NO. Non-classified**

### GENERAL INFORMATION

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

Incumbents receive oversight from the five-member appointed Commission Board. This position is stationed in Boise.

### PRINCIPAL ACCOUNTABILITIES

#### 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.

REVISED: 5/22/2008

Pay Grade: P (approximate)

Overtime Code: n/a