



Ciudad Soil & Water Conservation District
100 Sun Avenue NE, Suite 160
Albuquerque, NM 87109
(505) 510-3478

Employment Announcement: District Manager

Job Type: Full-time, 40 hours per week

Compensation: \$35.00 to \$40.00/hr, compensation is negotiable depending on education and experience

Benefits: Ciudad SWCD offers a competitive employee benefits package including reimbursement up to 50% of family health plan, PERA pension with generous employer contribution, 11 paid holidays, 40 hours of PTO per quarter, and more.

Ciudad SWCD Overview

Ciudad SWCD is a special district, also known as a political subdivision, of the State of New Mexico organized under the Soil and Water Conservation District Act (73-20-25 et. seq. NMSA 1978). Ciudad SWCD promotes and is committed to the conservation, improvement, and responsible use of the natural resources on the rural and urban lands within its boundaries. Ciudad SWCD is largely funded by soft money, grants and cooperative agreements. The District values collaborating with partners and aims to serve constituents and the environment with the highest quality of public service and education of best practices. Ciudad SWCD frequently works across jurisdictional boundaries, including on private lands, providing financial and technical assistance to land managers. The District is pleased to have a committed Board of Supervisors and a passionate team of Staff Members who are devoted to making a difference within our Watershed.

Position Overview

The Ciudad District Manager will serve in an executive leadership role in the organization, working closely with the Board of Supervisors, program managers and other Ciudad staff. Building on the existing work in progress, the District Manager will guide programmatic decisions that advance Ciudad towards their long-range goals, while developing a sustainable budget that supports the success of the organization. They will lead the effective delivery of programs and projects to ensure the District is meeting its obligations to conserve natural resources in collaboration with partners, including governments, non-profits, tribes, and private residents.

To apply for this position, please visit Ciudad SWCD's website. Individuals should complete the application and upload the requested documents.

<https://www.ciudadswcd.org/district-manager-employment-opportunity>

This posting is open until filled. Ciudad SWCD reserves the right to make a hiring decision at any time. Applicants will be evaluated on a rolling basis with the first round of application reviews taking place Thursday, June 20th, 2024. Please contact Steve Glass, Board Chairman, at jstvglass@gmail.com or 505-510-3478 for additional information.

Essential Job Functions:

All duties are essential job functions.

LEADERSHIP

- Ability to inspire others to achieve results by promoting reciprocal partnerships involvement, leading by example participation and honest collaboration cooperation.
- Talented at supporting and encouraging employees to fully develop their knowledge, skills and abilities.
- Strength in organizational leadership with ability to direct and coordinate the activities of technical and administrative personnel.

ADMINISTRATIVE

- Capacity to lead and develop annual, comprehensive or strategic plans.
- Demonstrated skill in preparing and managing budgets.
- Demonstrated skill in developing and managing grants and contracts.

ORGANIZATIONAL KNOWLEDGE AND STRATEGY

- Create, foster, and support effective working relationships.
- Effectively conduct meetings and public forums.
- Strong Ability to effectively present through spoken and written communication skills.
- Proven track record of working with local, state and federal conservation programs.

ANALYTICAL THINKING

- Competencies in multiscaled planning from visionary to details, supporting implementation and evaluation of programs, systems, policies and procedures.
- Skill in conflict resolution and management, of and social interaction among varied interests with high emotional intelligence.
- Ability to establish performance objectives or measures and methods to evaluate achievements.

TECHNICAL SKILLS

- Comprehensive knowledge of natural resource systems and implementation of conservation best practices across a range of disciplines.
- Knowledge of watershed management strategies, surface water hydrology, and soil science.
- Demonstrated knowledge of permitting and regulatory processes associated with natural resources.
- Ability to analyze technical reports and construction diagrams.

General Duties and Responsibilities:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification.

- Serves as the primary point of contact for all District business and reports to the Board of Supervisors, Personnel Committee.
- Supervises and leads up to 6 direct reports and indirectly manages all other District staff.
- Guides the development and implementation of District policies with input from the Board of Supervisors and other staff.
- Works to improve the efficiency and effectiveness of workflows and staff obligations.
- Expands Ciudad's roles as a major conservation leader within District boundaries, namely the greater Albuquerque area, Rio Rancho area and the East Mountains, through the expansion of existing programs, identification of new programs and hiring of new staff.
- Establishes and maintains optimal standards of performance for District Programs while controlling costs and administering budgets.
- Coordinates multiple projects with several variables, sets and meets deliverables and timelines.
- Serves as the District's Chief Procurement Officer
- Resolves routine problems independently, and consults with the Personnel Committee to develop plans for resolution of unusual or complex problems.
- Works and communicates with diverse groups of people, including government officials, advisory and other boards of directors, partner organizations, the public, tribal organizations, and all other Ciudad staff.
- In collaboration with the Board, develops and implements the long-range plan and annual plan, and supports the development of programmatic strategic plans, building on an existing body of work from core programs.
- Works with Ciudad staff and the Board to develop sustainable funding for the District, ensuring that public and private funds are raised to meet programmatic needs. Responds to requests for proposals (RFPs) for grant/contract funding for programs, negotiates complex agreements, leads and manages grants, contracts and requests for proposals.
- Drafts Joint Powers Agreements, Memorandums of Understanding and Professional Service Agreements between the District and multiple private and government agencies for review and approval by the Ciudad Board of Supervisors in order to meet the goals and objectives of the applicable program.
- Engages community support for local conservation efforts and negotiates complex and innovative solutions with state, tribal and local governments.
- Inspires others to act in furtherance of the District's conservation goal, achieving results by building capacity through collaboration and partnerships.
- Provides thought leadership and visibility for Ciudad's strategies and actions with external audiences, partners, and agencies.
- Maintains positive relationships using open communication between our District and its residents, and with representatives from other SWCDs, NRCS, NMACD, SWCC, NM

State Forestry, the USDA Forest Service, County and City Open Space, Fire, Planning and Zoning Departments, NM State Land Office, and other individual and agency cooperators.

- Seeks information and keeps Supervisors informed about local, state and federal regulations, laws, programs and/or activities that may impact the District.
- May require some travel within New Mexico, or neighboring states, and on evening and weekend hours.
- Positively represents Ciudad SWCD at all times.

Working Environment

Work is performed at the NRCS Albuquerque Field Office, City of Albuquerque Candelaria Nature Preserve, other governmental office buildings, or remote duty station, and outdoors. Some projects and tasks will require fieldwork to gather information and review existing conditions. Field time may include exposure to all types of weather; work in traffic; construction sites; uncleared areas; and standing/walking on uneven and slippery terrain. Some travel and limited weekend and evening work are expected. Equipment used may include, but is not limited to computer, printer, copy machines, and electronic devices.

Minimum Qualifications

- Bachelor's degree in natural resource management, natural science, geography, engineering, public administration, public relations, or related field;
- AND
- Eight years of management and/or supervisory experience in a natural resource setting, agency, or organization; including watershed management, agricultural or urban conservation planning or engineering, budget development and fiscal management, comprehensive planning, and partnership development.

Preferred Qualifications Beyond Minimum Requirements

- Masters of Science in Natural Resources or other Relevant Field
- Experience working and building relationships across cultures
- Bi-lingual in Spanish