



# Washington State Conservation Commission

April 11, 2023

**TO:** Conservation Commission Members

**FROM:** Kirk Robinson  
Interim Executive Director

**SUBJECT:** Proposed next steps for Hiring the next SCC Executive Director

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Action Item

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Informational Item

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## Summary:

With the approach of our Special Commission meeting tomorrow, I am providing you with some background information to assist your preparation for the discussions and decisions you will be considering at your meeting. I propose that we look at hiring an outside firm to help select the new executive director and have some more discussion around the selection committee.

## Discussion on hiring outside help:

First, I would like to discuss hiring an outside contractor for your new executive director's recruitment and interview process. With the help of staff, we have developed a draft scope of work (please see attached) for your review. Also, please see attached a draft timeline for selecting a contractor and the scoring sheet.

For our commission meeting, I have two requests:

- 1.) Please review the attached documents and have a discussion and the opportunity to ask questions of staff on the scope of work and the merits of hiring an outside contractor.
- 2.) Once the discussion and questions have been answered, I would ask your consideration in a motion to proceed with hiring a contractor to conduct the recruitment and interview process.

We suggest setting an upper limit on the cost of hiring a firm at \$100,000 to ensure that we get the right firm for our process. This is in the hopes of allowing for the best outcome possible.

## Selection committee discussion:

Secondly, the makeup of the selection committee appointed at your last commission meeting. I commend each committee member for their eagerness to be part of the process and for commissioners in appointing a committee so quickly. Each selected member brings an important perspective and wisdom to the process you are about to start in selecting your new executive director.

Knowing all this, and with the importance of ensuring an open, diverse, and transparent process, I would ask of your consideration in reviewing the makeup of the selection committee.

My ask is based on the following:

- 1.) **Inclusion of stakeholders:** In the statement of work that we are presenting to you for the hiring of a contractor, we outlined opportunities providing commissioners, stakeholders, and partner districts to observe and ask questions of candidates for the executive director position. If adopted, we believe this will be an inclusive and transparent process for everyone involved.
- 2.) **Diversity of committee:** In conjunction with those opportunities for engagement, the selection committee will have a very important role in working with the recruitment and hiring contractor and also being part of the first round of interviews. To achieve a successful hiring process, it is highly important that the selection committee have a diverse makeup and includes an equal representation of gender, underserved populations, districts, a small group of commissioners, partner organizations (i.e. NRCS) and at least one private landowner.
- 3.) **Staff engagement** will also be an important part of the process. With the possibility of one or more commission staff possibly being interested in applying for the executive director position, it is important that we do not place staff in an awkward or difficult position, which could be a possibility by allowing SCC staff to sit on the selection committee. As outlined in the proposed statement of work, staff would be involved in the second round of presentations and Q&A with the top three candidates. This would allow all SCC staff to interact with the candidates and provide feedback to the contractor and selection committee in an equitable manner.

My proposal to you is to do a reboot of the current selection committee and allow me to provide a list of eight possible selection committee members. This would also include two conservation district manager/ executive directors. This would be based on the criteria I have outlined above and presented to the SCC executive committee for consideration.

With a goal of having the selection committee in place by May 1. I know at first glance this may seem a radical request. However, my request is based on previous and present observations on how SCC can best build strong partnerships and support diversity and conservation districts across the state.

If you were agreeable to this request, I would request a motion to proceed.

### Requested Action:

*Item #1: Motion to allow staff to move forward with soliciting a request for proposals for the executive director recruitment, not to exceed \$100,000.00.*

*Item #2: Motion to approve the proposed make-up of the selection committee.*

### Staff Contact:

Kirk Robinson, Interim Executive Director: [krobinson@scc.wa.gov](mailto:krobinson@scc.wa.gov) / (360) 789-6348

### Next Steps:

To assist and ensure the success of the hiring process and the success of your next executive director, I would like to suggest a homework assignment for each of our commissioners:

As you begin the hiring process the following questions will most likely come up:

- From a commissioner's perspective, what is the role of the executive director?

- From a commissioner's perspective, how should communication flow between commissioners, the executive director and staff?
- From a commissioner's perspective, what is your role as a commissioner?
- From your perspective as a commissioner, what is the role of the commission's executive committee (the chair, vice-chair, and the executive director)?
- From your perspective as a commissioner, what is the role of the commission chair?

If commissioners are open to taking on this assignment, I would ask staff to reach out in the next couple of weeks to commissioners with a questionnaire of the above questions to get your responses. SCC staff could then summarize your responses and present the May commission meeting. I am confident your answers will be very helpful not only in developing the executive director position description but will give this new leader a positive relationship with commissioners into the future.

Finally, I also wanted to report to you two projects I will be working on with SCC staff on to ensure transparency and compliance with regulations and procedures as related to a commission.

My goal is to provide a briefing to commissioners in July on drafts related to:

- **Developing a draft code of conduct for commissioners.**  
We will reach out to other commissions to see what they may have as related to a code of conduct for their commissioners, and we have some work that we have done before on this topic that we will revisit.
- **Conducting a review of SCC policies and procedures.**  
SCC has already started this process and we will continue to compare our work to other commissions and develop draft updates and additions as needed. We have updated some policies and included a ["how to file a complaint" page on our website.](#)

Many thanks in advance for reviewing and considering the several proposals I have brought to you. It is exciting to be back at SCC and you have my deep appreciation for the opportunity work with you and our great staff!

# DRAFT - Statement of Work

## Introduction

The Washington State Conservation Commission (SCC) is issuing this competitive solicitation pursuant to RCW 39.26. Pursuant to this Competitive Solicitation, SCC intends to conduct a competitive procurement to award a contract to a bidder qualified to conduct a thorough and competitive search for an executive director to lead the SCC's mission to conserve natural resources on all lands in Washington state, through voluntary and incentive-based programs, in collaboration with conservation districts and other partners.

### Some activities that may be included in performing these services include:

- In conjunction with recommendations provided by the selection committee, they will help in developing the executive director position overview.
- Creating a targeted marketing and outreach plan to attract diverse candidates.
- Facilitating a process to promote and support engagement with conservation districts, key stakeholders & partners to ensure they feel included in the process.
- Developing and vetting with the search committee an evaluative process to assess key personal and interpersonal behaviors critical for leading a growing collaborative, diverse, and inclusive organization with a broad spectrum of operational and political ideologies.
- Reviewing candidates, develop a ranking criterion for candidates, work with Search Committee to rank candidates and develop interview questions.
- Conducting initial interviews with executive director candidates:
  - First round of interviews with top 8-10 candidates with search committee
  - Second round of interviews with top three candidates, with candidates giving a presentation and then a Q&A session. Candidates would give their presentation and do the Q&A session to two groups:
    - Up to five SCC commissioners, district and partners stakeholders.
    - Up to five SCC commissioner not participating in the first presentation.
- Administering reference and background checks on the top three candidates.
- Review with the search committee feedback from interviews and presentations with the top three candidates, results of reference and background checks and in conjunction with the search committee develop recommendations for the SCC commissioners for consideration.
- Provide SCC commissioners with an overview of the hiring process along with recommendations from the selection committee and feedback from SCC staff, stakeholders, and district partners.
- Managing the offer and negotiation
- Contractor will meet at least bi-weekly with the SCC commission chair, interim executive director and HR lead to review status of the recruiting and selection process.

The purpose of this competitive solicitation is to identify and select a contractor to recruit an executive director to lead the work SCC. The contractor will report to the chair of the SCC.

## Objectives

The Washington State Conservation Commission (SCC) is the coordinating state agency for all 45 conservation districts (CDs) in Washington state. Together, SCC and CDs provide voluntary, incentive-based programs that empower people to practice conservation and ensure healthy natural resources and agriculture for all.

SCC provides financial and operational support and oversight to our state's 45 conservation districts. The SCC also design's policy and program structures that can be customized to address site-specific natural resource conditions and landowner needs and facilitates collaborative solutions that meet state natural resource priorities and work on the ground.

SCC is dedicated to conducting a wide and thorough search for our next executive director and an executive search firm will have the experience and network to assist us in accomplishing this goal. The contractor will be dedicated to the commission's [core values](#), including the responsibility to foster a diverse and inclusive organization and in identifying candidate who possess strong personal and interpersonal skills and can contribute to a collaboration based operating environment

### The ideal contractor will:

- Demonstrate 3 + years of experience recruiting for C-level executives in the fields of natural resources, agriculture, aquaculture, conservation, government organizations, and/or environmental consulting agencies,
- Possess or be willing to obtain general knowledge of the unique needs of the Washington State Conservation Commission and conservation districts,
- Be able to represent the SCC with professionalism and discretion,
- Show an organizational commitment to diversity, equity and inclusion,
- Possess the necessary skills and experience to integrate an evaluation of personal and interpersonal behaviors,
- Have a high success rate of placements, including diversity in placements,
- Utilize a far-reaching network locally, nationally, and internationally to identify, attract and secure top-tier candidates,
- Provide weekly reports to the search committee to track the progress and timeline,
- Collaborate with SCC staff and the Department of Enterprise Services (DES) to ensure governmental standards for the offer and position, including background check, probationary period, terms of the employment, and employment status.



EXHIBIT B – PERFORMANCE REQUIREMENTS

Competitive Solicitation:	No.
Bidder:	<div></div> <div>Type/print full legal name of bidder company</div>

Instructions:

Bidders submitting a proposal must complete and submit an Exhibit B for evaluation purposes.

**Performance Requirements:** Bidder must respond to each requirement as noted in the instructions below.

1. Review all requirements, priorities and provided definitions:
- Mandatory Pass/Fail (M): Minimum requirement; Bidder that does not meet this requirement will not be considered any further.

• Mandatory Scored (MS): Critical requirement; evaluators will score based on the degree to which Bidder's response meets the requirement.

• Desirable Scored (DS): Desirable requirement; evaluators will score based on the degree to which Bidder's response meets the requirement.
2. Using the **Bidder Meets Requirement** column, Bidder must select either a "Yes" or "No" to indicate the Bidder's ability to meet the requirement. **Any entry that is not either a "Yes" or "No", may be deemed non-responsive and will not be considered any further.**
3. Bidder must respond in the **Written Response** column for every requirement that indicates a "Written Response Required". **Written responses must not reference any material present elsewhere. The written response shall be considered complete and stand on its own merits or may be deemed non-responsive.**

	PERFORMANCE REQUIREMENTS AND FACTORS					FOR DES USE ONLY	
Requirement ID	Performance Requirement and Stated Business Need	Points Available	Priority (M, MS or DS)	Bidder's Compliance	Written Response	Evaluator Score	Evaluator Comment
1.	Demonstrate 3+ years of experience recruiting for C-level executives in the fields	_100__points	MS	<input type="checkbox"/> Yes	Written Response Required.		

	PERFORMANCE REQUIREMENTS AND FACTORS					FOR DES USE ONLY	
Requirement ID	Performance Requirement and Stated Business Need	Points Available	Priority (M, MS or DS)	Bidder's Compliance	Written Response	Evaluator Score	Evaluator Comment
	<p>of natural resources, agriculture, aquaculture, conservation, government organizations, and/or environmental consulting agencies</p> <p>.</p> <p><i>Written Response: Provide industry references and client testimonials.</i></p>			<input type="checkbox"/> No			
2.	<p>Possess or be willing to obtain general knowledge of the unique needs of the Washington State Conservation Commission and Conservation Districts</p> <p><i>Written Response: Describe your experience working within the conservation or related field, if applicable.</i></p>	_100__points	MS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Response Required.		
3.	<p>Be able to represent the State Conservation Commission with professionalism and discretion.</p> <p><i>Written Response: Provide privacy and professionalism policies used to ensure this representation.</i></p>	_100__points	MS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Response Required.		
4.	<p>Show an organizational commitment to diversity, equity and inclusion.</p> <p><i>Written Response: Share your organization's diversity, equity, and inclusion mission statement and training experience.</i></p>	_100__points	MS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Response Required.		
5.	<p>Have a high success rate of placements, including diversity in placements.</p>	_100__points	MS	<input type="checkbox"/> Yes	Written Response Required.		

	PERFORMANCE REQUIREMENTS AND FACTORS					FOR DES USE ONLY	
Requirement ID	Performance Requirement and Stated Business Need	Points Available	Priority (M, MS or DS)	Bidder's Compliance	Written Response	Evaluator Score	Evaluator Comment
	<i>Written Response: Share statistics and case studies of past placements.</i>			<input type="checkbox"/> No			
6.	Utilize a far-reaching network locally, nationally, and internationally to identify, attract and secure top-tier candidates.  <i>Written Response: Describe a scenario in which you used your network to uncover hidden talent.</i>	_100__points	MS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Response Required.		
7.	Provide weekly reports to the Search Committee to track the progress and timeline.  <i>Written Response: Share an example of status reports that the Search Committee can expect to receive.</i>	_100__points	MS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Response Required.		
8.	Collaborate with the Department of Enterprise Services (DES) to ensure governmental standards for the offer and position, including background check, probationary period, terms of the employment, and employment status.  <i>Written Response: Demonstrate experience working with government entities to ensure compliance in job placements.</i>	_100__points	MS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Response Required.		
9.	Bidder must provide resumes for key staff proposed for project. Resume's must be 2 pages or less and attached to this document for consideration.	_100__points	MS	<input type="checkbox"/> Yes <input type="checkbox"/> No			



	PERFORMANCE REQUIREMENTS AND FACTORS					FOR DES USE ONLY	
Requirement ID	Performance Requirement and Stated Business Need	Points Available	Priority (M, MS or DS)	Bidder's Compliance	Written Response	Evaluator Score	Evaluator Comment
10.	<p>Possess the necessary skills and experience to integrate an evaluation of personal and interpersonal behaviors.</p> <p><i>Written Response: Describe the personal and interpersonal behaviors that your organization recommends be assessed in this recruitment as well as your organization's experience in integrating emotional intelligence assessments into recruitment processes</i></p>	_100__points	MS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Response Required.		

Return this exhibit to Procurement Coordinator at:  
[Nboyes@scc.wa.gov](mailto:Nboyes@scc.wa.gov)

# DRAFT Recruitment Firm– Request for Proposals Timeline

Item	Date
Post to WEBs	April 14
Open for 45 days	May 30
Staff completes a responsiveness check	May 31 - June 2
Staff sends responsive bids and scoring tables to commissioners. (This could be to all commissioners or to a sub-committee.)	June 5
1. Commissioners review the bids and score them (Commissioners cannot discuss the bids) 2. Send scores to the procurement manager (staff)	June 5-9
Staff compiles scores	June 12-13
SCC Commission executive committee meets with procurement staff to discuss top-scoring bids and decide if they want to <i>*complete interviews</i> . <i>*Note:</i> The SCC will need to decide this before posting the RFP, as it is outlined in the bid process as a step in the RFP. I think we should include interviews but would need to only have it be with a subset of Commissioners (no quorum).	June 14
Complete vendor interviews	June 15-16
Select the assumed successful bidder (ASB)	June 20
Protest period	June 21-30
Award contract	July 3
3-month contract timeline for hiring new Executive Director	September 30

**SALARY:** Depends on Qualifications

**OPENING DATE:**

**CLOSING DATE:** Continuous

**DESCRIPTION:**



## Washington State Conservation Commission

**This posting is open until filled.**

**The hiring manager reserves the right to make a hiring decision at any time, so it is in your best interest to apply as soon as possible.**

*The annual salary will depend on the selected candidate's qualifications.*

**OFM approved salary range for hiring committee to know:**

**Minimum: \$94, 004**

**Middle: \$128, 808**

**Max: \$165, 600**

### **About us:**

The [Washington State Conservation Commission](#) (SCC) is a non-regulatory state agency that supports our state's 45 [conservation districts](#) and designs solutions to meet state and local natural resource needs. Together, the SCC and conservation districts provide voluntary, incentive-based grant programs that empower people to take actions that keep natural resources and farmland healthy for all.

The SCC was created by the legislature in 1939 ([RCW 89.08.070](#)) to support conservation districts through financial and technical assistance; administrative and operational oversight; program coordination; and promotion of district activities and services.

The Conservation Commission consists of a 10-member governing board representing Governor appointees, other state agencies, and conservation districts. Our staff represents the Commission and conservation districts to local, state, federal, and tribal entities and participates in various policy forums. The SCC also administers the Office of Farmland Preservation, the Voluntary Stewardship Program, and the Food Policy Forum.

### **SCC's core mission, vision, and values:**

**Our Mission** is to conserve natural resources on all lands in Washington state, through voluntary and incentive-based programs, in collaboration with conservation districts and other partners.

**Our Vision:** Our state shall have healthy soils, water, air, and ecosystems and sustainable human interaction with these resources, including viable agriculture and forestry.

The SCC and conservation districts are recognized as trusted partners who promote voluntary stewardship and accomplish natural resource goals.

**Our Values** in *sustainability* – We envision a future with healthy, diverse landscapes – including viable working lands – voluntarily supported by informed resource stewards.

**Our values** in *relationships* are to foster strong partnerships with a diversity of stakeholders and maintain open communication and transparency to create trust.

**Our values** in *knowledge* are to value local knowledge, diverse cultures, and ideas. We strive to offer voluntary, collaborative solutions that reflect state, local, and community priorities.

**Our values** in *accountability* are to employ clear policies, procedures, and performance measures that ensure effective, efficient use of public resources.

**Our values** on *respect* are to exhibit personal and institutional integrity for agency members and staff, conservation districts, and our partners.

**Our values** on *Diversity, Equity, and Inclusion* are that we are committed to inclusion across gender, race, age, religion, accessibility, gender expression, sexual preference, national origin, veterans status, neurodiversity, and experience to have a culture where all feel included and valued. We believe that diversity drives innovation and that our work should reflect the diversity of people across Washington state. We strive to remove barriers that impact equity in our programs and agency.

### **Who are we looking for?**

- Are you an outgoing person who would be excited and inspired by being the face of this agency?
- Are you passionate about the voluntary incentive-based collaborative approach to conserving natural resources?
- Are you a confident communicator comfortable working with diverse conservation districts, stakeholders, and partners to bring everyone together?
- Can you speak to various groups including federal, state, tribal, and local entities on behalf of conservation districts and our agency?
- Are you just as comfortable standing in the field with a farmer discussing conservation best practices as you are standing on the riverbank discussing salmon recovery with a tribal member?
- Are you able to cultivate and maintain respectful relationships with partners?
- Are you committed to ensuring the work of SCC is inclusive, equitable, and accessible to the full diversity of people across Washington State?
- Are you motivated to work in a fast-paced environment where needs can change in an instant?
- Can you lead and motivate staff as a team to support collaborative conservation work across the state?

Are you interested in helping write the next chapter in our statewide conservation work that is both grounded in our past while ready to respond to and remain relevant in a rapidly changing future? **Allow us to explain why you, a skilled professional, would want this unique job:**

This is a workplace that truly values you and your ideas. You will be surrounded by talented and agile professionals who are passionate about our state and the work we do. You will interact with state and local decision-makers, as well as the individual residents we serve. You will travel to

see how our contributions have been implemented and the positive changes in the local environment.

This is a rewarding and fulfilling opportunity, especially if you are passionate about the environment, working lands, and improving how we approach making our state a better place to live and work. You will be a key part of supporting our conservation community in improving and preserving natural resources to sustain our future for generations!

We encourage, and value a healthy work/life balance. Our workplace is located in Lacey, Washington, just minutes from the capitol campus and downtown Olympia. Olympia is a vibrant community with numerous opportunities for outdoor recreation and the visual and performing arts, plus highly regarded public schools, a community college, and two universities. Nearby attractions include mountains for hiking and skiing, coastlines for beach combing, and easy access to Seattle and Portland.

More information about the office is available at: [www.scc.wa.gov](http://www.scc.wa.gov)

### **Benefits of Working for the Washington State Conservation Commission**

Washington is America's top state, according to [U.S. News \(2021\)](#), and provides one of the most competitive benefits packages in the nation.

[Full benefits package](#) includes vacation and sick leave, family medical and dental coverage, life insurance, retirement, and deferred compensation.

### **DUTIES:**

- As the executive director of the Washington State Conservation Commission (SCC) you will work with our governing board of commissioners, commission staff, and the state's 45 conservation districts to carry out the vision and mission of the commission consistent with its values.
- As a state agency director, you will be a member of the Governor's Natural Resources Cabinet and will collaborate and coordinate with the Governor's policy staff and the executive branch on natural resource issues.
- You will serve on other agency policy bodies. You will collaborate with other agency directors to determine strategic initiatives and efficiencies that can result in partnerships that better address natural resource needs.
- In this role, you will develop an operational plan, including the expected objectives and results. You will support and manage a staff of 29 FTEs; oversee operations, including the development of the agency budget for submittal to the Office of Financial Management; and implement a biennial budget in excess of \$90 million per biennium.
- You will provide our governing board of commissioners with a broad understanding of issues facing natural resources in Washington state, recommendations on program development, and risk assessments.
- You will communicate the agency's positions to the 225 conservation district supervisors and staff across the state.
- You will provide the necessary leadership to unite diverse partnerships across the natural resources spectrum. This includes other state agencies, federal agencies, tribal governments, local governments, and the state's 45 conservation districts. In addition, you will be responsible for the oversight and governance of each of the 45 conservation districts' volunteer boards of supervisors -- each of which has five members -- including approving their elections and appointments.

- SCC is responsible for funding these 45 conservation districts across the state. You will submit the funding allocations to the SCC's governing body for affirmation. The 45 conservation districts utilize these funds for operations and salaries of the 235+ employees statewide and for projects implemented by landowners to support healthy soils, water, air, plants, animals, and working lands. The result is to improve and protect the health of our natural resources, including their economic viability and sustainability, and cultural resources in our state.

## **QUALIFICATIONS:**

### **The requirements for this position will include:**

- A bachelor's degree or higher in natural resources, agriculture, public policy, political science, or related field.
- Staff management experience, including management of remotely located staff; experience in dealing with local and state units of government.
- Demonstrated experience in strategic communication planning; program development and project management; stakeholder management and group dynamics; written and verbal communication; and performing in a high-stress, high-demand environment.
- Demonstrated senior/executive-level management/leadership skills that include active listening, the ability to make quick and consistently accurate decisions, creating and maintaining a collaborative, team-oriented work environment, developing effective coaching and mentoring programs, and directing and overseeing change.
- Models and champions our culture and values; cultivates a shared, strategic vision; develops people; drives results; fosters learning; builds relationships; fosters teamwork and collaboration; communicates effectively; makes things happen as a public servant; leads and navigates change; embraces and embeds inclusion in decision making.
- Experience in successfully working with diverse groups of people to develop collaborative solutions.
- Knowledge of the legislative process, ability to address media, and prepare and present material in a variety of methods to various audiences.

### **Conditions of Employment/Working Conditions**

*With or without accommodation, you are willing and able to:*

- Standard business hours are Monday-Friday from 8:00 a.m. to 4:30 p.m. May be expected to adjust the work schedule to meet business needs.
- Must report to the Lacey headquarters office logistically for agency oversight and ability to connect with legislators, governor's staff, or agency partners. Remote only is not acceptable. – selection committee will need to come to agreement on this addition.
- Occasionally work in excess of 40 hours per week or outside of normal hours which may include evenings and weekends.
- Legally operate a state or privately-owned vehicle or provide alternative transportation.
- **COVID Vaccination Requirement:** State employees must be fully vaccinated per Governor Inslee's Directive 22-13.1. Providing proof of being fully vaccinated is a condition of employment and your vaccine status will be verified prior to starting work. Being fully vaccinated means two weeks after you have received the second dose in a two-dose series of a COVID-19 vaccine or a single-dose COVID-19 vaccine authorized for emergency use, licensed or otherwise authorized or approved by the U.S. Food and Drug Administration or listed for emergency use or otherwise approved by the World Health Organization. Please contact the HR Office at [HRVV@des.wa.gov](mailto:HRVV@des.wa.gov) if you need information

on medical or religious accommodation. ***Please do not attach your vaccination verification to your application, as it will be removed. Details on how to proceed with verification or accommodation will be provided once a conditional offer has been made.***

#### **SUPPLEMENTAL INFORMATION:**

- We are looking for someone who will be an active participant in improving conservation efforts in our state -- someone who wants to work with an office team, who values the "Big Picture," and someone who will work hard to make SCC and staff successful. Additional bonuses to the job include: a flexible schedule, a variety of challenging duties and responsibilities, statewide and nationwide travel, and did we mention the awesome staff you will have? If this is YOU, please apply today!
- We value your time and would love to hear more about why you are interested in this position. Create a profile (name, address, phone)
- Answer the **supplemental questions** attached to this application
- Provide a **cover letter**. We want to know more about you! Tell us how you meet the requirements for this position and what you will bring to our agency.
- Provide a **resume** detailing your past experience and education as it relates to the position.

The Washington State Conservation Commission celebrates our differences, and we are committed to a workplace that supports equal opportunity employment and inclusion regardless of race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity diversity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We will also consider qualified applicants with criminal histories, consistent with applicable federal, state and local laws.

Persons with a disability who need assistance with their application or need this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960. TTY users should first call 711 to access the [Washington Relay Service](#).

#### **Executive Director (Exempt) Supplemental Questionnaire**

- \* 1. Please check your education as it relates to this position:
  - ☐ A bachelor's degree or higher in natural resources, agriculture, public policy, political science or related field.
  - ☐ A master's degree (or higher) in natural resources, agriculture, public policy, political science or related field.
  - ☐ A bachelor's degree (or higher) in an unrelated field.
  - ☐ None of these apply
- \* 2. Do you have staff management experience, including management of remotely located staff?
  - ☐ Yes
  - ☐ No

\* 3. Do you have experience in dealing with local government agencies and departments?

☐ Yes

☐ No

\* 4. Check ALL you have experience with:

- ☐ Demonstrated experience in strategic communication planning
  - ☐ Program Development
  - ☐ Project Management
  - ☐ Stakeholder management and group dynamics
  - ☐ Knowledge/experience of the Legislative process
- ☐ Working with Tribes
- ☐ Working with working lands managers
  - ☐ Ability/Experience in addressing media
  - ☐ Prepare and present materials in a variety of methods to varied audiences
  - ☐ None of these apply
- ☐ Diversity, Equity and Inclusion training or experience

\* Required Question

Potential other supplemental questions:

1. Describe your history of involvement with conservation districts.
2. Describe your experience working with working land managers and/or working with tribal representatives.
3. Describe your experience managing a large remote staff or team.
4. Describe your experience in working with the media.
5. Describe your experience in developing agency-wide strategic plans.
6. Describe your accomplishments in creating and maintaining partnerships with entities that have points of view divergent from your agency's or entity's perspective.
7. Describe your experience managing actions that improve the environment and natural resources conservation.