



# Benton Soil and Water CONSERVATION DISTRICT

## RESOURCE CONSERVATIONIST II

Employee Name:	Donna Schmitz
Reports to:	Natural Resource Program Manager
Employment Status:	At Will Employee
FLSA Status:	Non-Exempt
Salary Grade	**
FTE:	1.0

### General Position Summary

The Resource Conservationist II (RC) conducts conservation planning, project development, design, and implementation for voluntary landowner projects in Benton County. The position provides natural resource technical assistance to local residents and local, state, and federal partners and the BSWCD Board of Directors. In collaboration with partners and team members, researches local and regional natural resource issues and provides guidance to the District in addressing priority resource concerns. The RC builds and maintains working relationships with District stakeholders. This position does not have supervisory responsibilities.

### Essential Functions

#### Technical Assistance and Outreach (30%)

- Provide conservation technical assistance to agencies, watershed councils, organizations, BSWCD Board/staff and local residents on protecting and enhancing natural resources including soil, water, air, plants, animals and humans.
- Serve on federal, state and local Technical Advisory Committees to provide natural resource advice and/or participate as a stakeholder in various meetings representing the District.
- RC is primary contact with Oregon Department Agriculture (ODA) on agricultural water quality issues. Work with ODA's Water Quality Planner to fulfill District obligations for serving as Agricultural Water Quality Management Area (AWQMA) Local Management Agency. Respond to landowner requests for technical assistance to comply with the AGWQ rules. Program lead for the Priority Area and Strategic Implementation Area to target implementation of best management practices and outreach to improve agricultural water quality
- Serve as Habitat Restoration and Agricultural Water Quality/Land Management Program lead.
- Develop and/or participate in workshops, events and tours related to natural resource issues.

#### Conservation Planning and Project Design (25%)

- Assess and analyze impacts to the natural resources and give best management practice recommendations.
- Develop conservation and restoration plans for property owners and operators by incorporating the principles and techniques of USDA Natural Resources Conservation Services (NRCS) Conservation Planning methodology.

- Serve as Conservation Reserve Enhancement Program (CREP) program lead and planner.
- Participate with partners and other stakeholders in larger regional conservation planning, program evaluation and project development.
- Assure that plans and/or projects meet technical, legal and regulatory requirements.
- Coordinate with NRCS and Farm Services Agency partners to actively promote and implement federal farm programs; work with NRCS District Conservationist to identify local resource concerns and promote programs to meet landowner objectives.

### **Project Development, Funding, and Management (30%)**

- Develop grant proposals; identify funding sources and project match; develop budget, timeline and grant scope and submit proposals. Coordinate with partners as appropriate.
- Prepare reports to fulfill agreement, contract and other obligations to various local, state, and federal agencies.
- Serve as project manager on designated projects; develop contracts, successfully implement grants and projects. Grant administration: oversee contracts and track timelines, deliverables, expenditures and budgets. Write project reports; perform monitoring.
- Solicit and recommend consultants/ contractors. Develop contracts and approve work.
- Recruit and train interns and volunteers.
- Lead applicant on OWEB Small Grants. Train and oversee volunteers who review OWEB small grants for the District. Program lead for BSWCD Conservation Incentive Program.

### **Organizational Support and Professional Development (10%)**

- Attend and participate in staff and Board meetings; provide monthly staff reports and timesheets.
- Support planning processes, as needed, including Annual Budget, Annual Work Plan, Strategic and/or Long-Range Plans.
- Promote the role of BSWCD in the community; develop positive relationships and partnerships; represent BSWCD, as needed, at meetings and events, on committees, etc.
- Pursue professional development opportunities to stay current on laws affecting conservation and natural resource conservation science, issues, and management practices.

### **Work Relationships (5%)**

- Maintain strong collaborative and supportive work relationships with BSWCD staff members. Attend and participate in weekly staff meetings, submit monthly staff reports.
- Promote the role of BSWCD in the community; develop positive relationships and partnerships; represent BSWCD at meetings.
- Work collaboratively with staff on the Annual Budget, Annual Work Plan, Strategic Plan and other planning processes.
- Develop and maintain cooperative relationships with local, state and federal agencies, non-governmental organizations, non-profits, volunteers, and local landowners to develop projects and opportunities.
- Performs other duties as assigned.

### **Working Conditions & Physical Demands**

- This position works both in the field and in the office; must be able to carry equipment and supplies, set up tables and displays at various events.
- Fieldwork involves working out-of-doors in farms and dairies; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy rocky or other hazardous terrain.

- The office work includes working at a desk, using a computer, or standing at a table. Dexterity and hand-eye coordination are required.
- This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week.
- Must be able to lift 25 pounds.

### **Specific Job Knowledge and Skills**

- Excellent oral and written communication skills are required.
- The ability to use a personal computer for information entry and retrieval, correspondence, development of data spreadsheets, graphs, and maps, and conservation practice design is required. Knowledge of local resource concerns.
- Understand, interpret and use various maps, ortho photography and soils information. Has a working knowledge of the NRCS Field Office Technical Guide along with related manuals and computer programs. Familiarity with USDA Farm Bill Programs is a plus.
- Experience in natural resources outreach that includes working one-on-one, in group settings and/or public speaking is beneficial.
- Ability to understand English, make presentations, maintain emotional control during difficult exchanges, and negotiate and influence others.
- Grant writing/management experience.
- Excellent social skills including networking, teamwork, and the ability to establish and maintain good working relationships.

### **Minimum Qualifications**

- A Bachelor's degree with the major course work in natural sciences, natural resource management, agriculture sciences, soils, water quality, or a related discipline is required.
- 4 years of experience working for a natural resource agency or organization.
- On-the-ground experience working with landowners and doing project design and implementation.
- Experience in collecting field data, especially soil and water-related data, and maintaining field notes.
- Computer proficiency in Microsoft Excel, Word, Outlook, and PowerPoint; working knowledge of ArcView and/or ArcGIS.
- NRCS Certified Planner training is preferred. Must gain certification within 18 months of employment at BSWCD (or as training schedules allow.)
- Must have a current Oregon Driver's License, vehicle insurance, and access to a personal vehicle to use for work purposes.
- Any combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered.