



Jackson Soil & Water Conservation District  
573 Parsons Drive, Suite 102, Medford, Oregon 97501  
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Web site: [WWW.jswcd.org](http://WWW.jswcd.org)

## **Jackson Soil and Water Conservation District Urban and Community Conservationist Job Announcement**

### **General Summary**

This is a full-time, at will, exempt position serving the citizens of Jackson County as a staff member of the Jackson Soil and Water Conservation District. The successful applicant will serve as the Urban and Community Conservationist, as outlined below.

This position generally is a 40-hour work week. Work days and work hours are set on a “Flex Schedule” of: eight (8) days of nine (9) hours, one (1) day of eight (8) hours followed by one (1) day off (typically Friday) within each two (2) week work period, but the days and hours may vary depending on the requirement(s) to attend evening or early morning meetings and occasionally weekend meetings.

Jackson Soil and Water Conservation District (SWCD) is a tax exempt, governmental agency that operates as a special district of Oregon. The District is run by a board of locally elected directors, and receives funding primarily through a permanent tax rate. The District staff provides technical assistance and education to property owners regarding soil and water issues on their land. Jackson SWCD provides advice, consultation, and planning services for the public on natural resource issues and is not a regulatory agency.

### **Supervision Received**

The Urban and Community Conservationist is under the supervision of the District Manager.

### **Supervision Given**

This position may provide training and supervision to a temporary or part time employee, such as a student.

### **Qualifications**

The Urban and Community Conservationist must have strong project management skills; field and data management skills; the ability to work independently and as a part of a team to help execute the District’s Master Plan and Annual Work Plan goals and initiatives; and be able to communicate with District Staff and project partners.

- Bachelor's Degree or higher in natural resource management, environmental ecology, soil science, construction management, civil engineering, business management or a related field.
- Experience working for a natural resources agency, organization, or business.
- Strong communication, writing, and interpersonal skills.
- Ability to work independently, with flexibility and adaptability to provide technical leadership and responsibilities across a variety of land uses. Education or experience in natural resources outreach that includes working one-on-one, in group settings and/or public speaking is beneficial.
- 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. Must be proficient with Microsoft Excel, Word, and PowerPoint; Microsoft Access and Outlook is helpful.
- Ability to use Geographic Information Systems (GIS) and Global Positioning Systems (GPS) is preferred.

### **Summary of Essential Functions of the Job**

- Conduct Site Visits and Provide Technical Assistance
- Outreach and Education
- Work with Local, State, and Federal Jurisdictions
- Project Planning, Management, and Reporting
- Team Member
- Program Development

**A position description is available upon request, which details the essential functions of the job and the desired knowledge, skills, and abilities.**

### **Job Conditions**

- This position works both in the field and in the office.
- Fieldwork will include working in and around such locations as small farms and ranches; individual home sites; small housing and community developments; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Appropriate attire shall be worn for these occasions.
- The office work may include working at a desk, using a computer, or standing at a table.
- 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.
- The Urban and Community Conservationist shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.

### **Civil Rights**

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

## **Conditions of Employment**

- Pass a background test including a drug test
- Must serve as incidental motor vehicle operator during daylight hours and after dark. In order to carry out these assigned duties, a valid Oregon driver's license is required. Use of the employee's own vehicle, although not preferred, may be necessary (reimbursement based on current state mileage rates).

## **Benefits**

Starting Salary: \$34,000.00

Employee Insurance: Paid by the District

Retirement: The District will match up to 7% of the employee's gross monthly salary.

## **WORKING HOURS AND DAYS, REST PERIODS, LUNCH AND PAID LEAVE**

All work hours and days, rest periods, lunches, and paid leaves are to be complied with, as outlined in the District Personnel Policy and Procedure Policy.

## **CIVIL RIGHTS**

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

### **Hire Contingent Upon:**

1. Satisfactory Driving Record
2. Clean Background Check
3. Clean Drug and Alcohol Screening

### **Starting Date**

August 1, 2010

### **Application Requirements:**

1. Resume
2. Three (3) letters of reference
3. Written explanation of how you meet the above qualifications

### **Send Three (3) Copies by July 1, 2010 to:**

Jackson Soil and Water Conservation District  
c/o Randy White, District Manager  
573 Parsons Drive, Suite 102  
Medford, OR 97501