



Job Description

Agricultural Resource Conservationist

Title: Agricultural Resource Conservationist
Dept.: Technical
Exempt/Nonexempt: Exempt
Reports to: District Manager
Pay Grade: 07 – 09-11
Developed: March 19, 2019

New position Position Change Revised Position Description

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This is a full-time, at will position serving the citizens of Jackson County as a staff member of the Jackson Soil and Water Conservation District (JSWCD). This position is a source of advice, consultation, and planning for the public on agricultural resource issues. It has no regulatory authority.

Essential Functions/Major Duties:

This position provides technical assistance by conducting site visits and helping landowners and land managers develop plans and, if needed, help secure financial assistance to implement agricultural resource stewardship projects for the ecological and economic benefit of individuals and the community.

Specifically the Agricultural Resource Conservationist:

- Provides professional technical assistance to District clients, regarding agricultural resource concerns related to soil and water.
- Conducts site visits and develops farm and/or ranch conservation plans for District clients.
- Provides technical assistance to NRCS staff with conservation planning, contracting, funding and implementation of USDA-funded landowner projects.
- Assists with basic surveying projects to help develop conservation practice designs for implementation.
- Provides technical assistance to local partnering agencies and organizations on a project-by-project basis, as available.
- Assists clients with grant writing or securing other financial resources to fund stewardship projects.
- Reviews grant agreements with clients to assure they understand their responsibilities and requirements.

- Meets documenting, monitoring, and reporting requirements of funding agencies and organizations.
- Provides science based instruction on agricultural conservation practices, procedures, and information to individuals and groups.
- Provides technical input and materials related to agricultural resource issues to the District's Education and Outreach Coordinator.
- Provides required reporting in a timely manner.
- Maintains a budget that addresses the funding requirements of the projects/programs outlined in their Biennial Work Plan.
- Seeks funding opportunities to enhance the District's conservation strategies, as outlined in the District's Strategic Plan.
- Maintains a list of conservation materials, their cost, and local suppliers. Maintains a good working relationship with consulting engineers and other relevant local contractors, and state and federal entities to remain current on design specifications and requirements for practice implementation.
- Assists the District Manager and Administrative Specialist in assuring the District meets its requirements, as outlined in funding agreements from agencies and organizations.

Secondary Functions:

This position:

- Assists the District's Administrative Specialist and Bookkeeper with tracking financial resources and expenditures related to funding of agricultural projects.
- Works with staff to improve the District's volunteer program and increase participation of all Jackson County citizens.
- Works on regional and statewide committees that further the mission of the District.
- Other duties as assigned by the District Manager.

Job Scope:

This position is governed by the policies of the District's Personnel Policy Manual, the Strategic Plan and the Biennial Work Plan and acts on behalf of the District Manager who provides guidance and conducts the performance evaluation. Work is accomplished independently with technical guidance available from NRCS and other resource manuals and utilizes approved planning and financial procedures, documents, and forms. The work completed by this position significantly impacts the outcome of the agricultural resource stewardship projects implemented by participating landowners and land managers.

Supervision:

This position is under supervision of the District Manager. This position requires independent initiative with limited supervision. The District Manager conducts the performance review for this position with input from the Personnel Committee. This position acts on behalf of the District Manager, within the authority delegated by the Board to the District Manager and this position description.

Supervisory Responsibility:

This position has no supervisory authority but will provide training, daily work assignments, and input for performance evaluations to the District Manager for full, temporary or part time employees. This position will also provide guidance on District policies and training to volunteers, specific to their assigned duties.

Interpersonal Contacts:

Develops and maintains relationships with federal, state, and local organizations and agencies to enhance partnerships that benefit the natural resource stewardship opportunities of all Jackson County citizens. It is essential that this position maintains effective working relationships with the District staff and partners for effective communication and implementation of natural resource projects and educational events. Communication is in person, via electronic methods and may include presentations to general public.

Specific Job Skills (including but not limited to):

- Highly productive, self-starter, with a desire to provide agricultural resource stewardship opportunities to the general public, agencies, and organizations within the District's boundaries.
- Well-developed writing skills for preparing technical and funding documents.
- Knowledge of SWCD's, watershed councils, and state and federal organizations pertaining to management of Oregon's natural resources.
- Ability to work with private landowners and partners to complete projects.
- Marketing, customer service, public speaking, and media relations.
- Facilitation or dealing with conflicts.
- Microsoft Word, Excel, PowerPoint.
- ESRI ArcMap or related GIS software.
- Agricultural economics/business.

Education and/or Experience (including but not limited to):

- Bachelor's degree with major course work in agriculture, natural resource management, agricultural business, or related fields.
- Demonstrated success in managing conservation programs or projects.
- Demonstrated ability to be an effective member of a team.
- Experience in developing, implementing and monitoring a work plan that achieves the desired results.

Job Conditions:

To perform the duties of this position, this employee must serve as incidental motor vehicle operator and maintain a valid Oregon driver license.

This position requires a combination of office and fieldwork. Office work involves regular use of computers and prolonged sitting or standing at meetings. Field work requires walking over rough or uneven terrain, sometimes in inclement weather, and carrying objects such as measuring tools and supplies.

This position involves periodic travel to meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the county and state, as well as outside of the state, as needed.

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

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital of familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.