

Job Announcement

Agricultural Resource Conservationist

Closing Date: 10/18/2019

Location: 1945 Main Street, Klamath Falls, Oregon 97601

The Klamath Soil and Water Conservation District is a tax exempt, governmental agency that operates as a special district of Oregon. The District conducts business on behalf of a locally elected Board of Directors, and receives funding through Klamath County, grants, and cooperative agreements with other governmental agencies. The District staff provides technical assistance, consultation, planning, and education to the landowners, and public related to natural resource issues. The Klamath Soil and Water Conservation District is not a regulatory agency.

Pay: \$16.00 to \$20.00 per hour, based on experience

General Position Description:

Position Summary:

This is a full-time, at will, exempt position serving as Agricultural Resource Conservationist for the Klamath Soil and Water Conservation District (KSWCD or District).

The Agricultural Resource Conservationist will provide technical assistance to agricultural landowners to improve water quality and natural resource conditions in Klamath County, Oregon. This position will facilitate regular stakeholder coordination meetings, provide review of conservation projects, and assist partner organizations in prioritizing and acquiring funding for conservation projects. This involves outreach to landowners, coordinating development of proposals, grant writing, review of budgets, providing oversight of contractors, obtaining and reviewing completion and monitoring reports, and coordinating with funders.

The Agricultural Resource Conservationist should have a working knowledge of watershed management, conservation planning, restoration, and monitoring. The Agricultural Resource Conservationist must have a commitment to a collaborative, partnership-based environment and knowledge of watershed councils and local, state, and federal natural resource agencies. The Agricultural Resource Conservationist will be able to work independently and as a team member with excellent interpersonal skills, excellent verbal and written communication skills, and effective time management. The ability to prioritize and manage multiple projects/deadlines is key to success in this position.

Qualifications: (including but not limited to)

- Bachelor's degree in agricultural science, natural resource management, soils and water quality or similar discipline.
- Two years professional experience in related field. Experience in planning or implementation of land management plans that are directed towards sound conservation principles and improvement of water quality is strongly desired.
- An additional five years professional experience in agricultural land management may substitute for the Bachelor's degree.

- A strong knowledge of ArcGIS and GPS
- Working knowledge of Microsoft Office Suite, (Word, Excel, Outlook, PowerPoint) required
- Demonstrated experience with grant writing, writing reports, and writing for a non-science audience.
- Strong project management skills including but not limited to setting and implementing effective goals and objectives, problem-solving, time management, contract and grant management, and creating and maintaining collaboration with other agencies
- Excellent written and verbal communication skills to use with a wide range of individuals (e.g. district staff, conservation partners, and urban and rural landowners).
- Strong project management skills including setting and implementing effective goals and objectives, problem-solving, time-management, contract and grant management, and developing public awareness activities
- Experience facilitating meetings and resolving conflicts
- Ability to work efficiently alone with limited supervision
- Valid Oregon driver's license and acceptable driving record

Duties and Responsibilities:

- Build and maintain collaborative relationships with private landowners, local/state/federal agencies, tribal entities, and other conservation organizations to successfully plan and implement conservation projects
- Assess the need for assistance to individual landowners/managers who want to upgrade an existing land management plan or develop a new plan and prioritize where technical assistance will be provided. Assist individual landowners in the building and implementation of land management plans through the design of planned practices.
- Assess irrigation practices, and assist landowners in improving water management for their property.
- Recognize the need for stream restoration and re-vegetation practices for water quality improvement.
- Perform vegetation and natural resource inventories.
- Identify and prioritize broad range of restoration opportunities, including helping to secure funding.
- Grant management and reporting using the Oregon Grant Management System.
- Coordinate and facilitate stakeholder meetings.
- Participate on natural resource committees.
- Participate in KSWCD Board meetings and provide project updates and recommendations.
- Prepare technical reports on monitoring results and annual progress reports.
- Assist with education and outreach events.
- Build and maintain organization's GIS architecture.
- Occasionally develop KSWCD website content and education/outreach materials.

Supervision:

The Agricultural Resource Conservationist is under the supervision of the District Manager. Work is accomplished independently or in concert with program partners, and with technical resources, manuals, and specialists. This position works on behalf of the District Manager and the Board of Directors, within the authority delegated by the Board, the District Manager, and this description, and is governed by the policies of the Districts Personnel Policy and Safety Manuals. The District Manager conducts the performance evaluations for this position.

Supervisory Responsibilities:

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

Job Conditions:

- This position requires a combination of both office and fieldwork.
- Fieldwork will involve working in and around such locations as farms and ranches; rivers, streams, and ponds; dense vegetation or woodlands; and other areas with steep, slippery, muddy, or rocky terrain. Must be able to navigate such terrain, as well as wear proper attire for these occasions.
- The office work may include working at a desk, using a computer, or standing for prolonged periods of time.
- This position requires periodic travel for conferences, workshops, training, and daytime and evening meetings. Travel for these duties may be outside of normal working hours and may last as long as one week.
- To perform duties, must serve as an incidental motor vehicle operator during daylight hours, or after dark. In order to carry out these duties a valid driver's license is required. Use of the employee's private vehicle may be required.
- Employees shall perform job duties in a prudent and sensible manner, following established protocols to ensure safety.

Benefits

In addition to paid legal holidays, workers compensation, and unemployment insurance, the Klamath SWCD will provide vacation time, sick leave, one personal day of leave, and a health insurance stipend

Performance Evaluation

An annual evaluation will be conducted by the District Manager for the purpose of identifying and measuring employee performance.

Application Procedure:

Submit resume, detailed cover letter, college transcripts, short description of 2 natural resource stewardship projects you were involved with, and three letters of reference. Note: Applications must be complete to be considered.

Notice of your application results will be sent by mail. You will be contacted by phone if you are selected for an interview.

E-MAIL, MAIL, OR DELIVER YOUR COMPLETED APPLICATION MATERIALS TO:

Klamath SWCD
Attn: Brian Quick
1945 Main Street
Klamath Falls, Oregon 97051
brian@klamathswcd.org

Klamath Soil and Water Conservation District is an equal opportunity employer. Klamath SWCD provides services to the public without regard to race, color, national origin, religious preference, sex, age, disability or any other provision protected by law.