

JOB DESCRIPTION
COUNTY OF STEUBEN, INDIANA

POSITION: Resource Conservationist
DEPARTMENT: Soil and Water Conservation District
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT A (Professional, Administrative, Technological)

DATE WRITTEN: November 1995 **STATUS:** Full-time
DATE REVISED: September 2019 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Incumbent provides administrative, educational and technical support to the Steuben County Soil and Water conservation District board of Supervisors (SWCD Board) in carrying out the District's annual and business plans in conformance with the purposes of the district as defined in the Indiana District Law. (IC 14-32). This is a professional position requiring skills and experience in program development and administration, communications and financial management. The incumbent also needs technical knowledge and/or working experience with agriculture and soil and water resources management.

DUTIES:

Responsible for assisting the Soil and Water Conservation District (SWCD) Board in developing promoting, coordinating and implementing technical and educational programs, including conducting watershed inventories, establishing priority watersheds, developing management plans, researching and applying for grants, identifying workloads, making public presentations, conducting tours, serving on committees, and attending coordination meetings.

Serves as coordinator for the Steuben County Water Quality Committee, maintaining communication and a working relationship between the District Board and the Steuben County Drainage Board, technical agencies, and participants from the public and private sectors. This includes: organizing meetings, preparing minutes, writing newsletters and correspondence, and carrying out the required follow-up.

Acts as Contract Administrator, as assigned by the SWCD Board, for project support personnel hired by the District including preparing contract documents, making work assignments, hiring recommendations, providing training, corrective instruction, and evaluating performance as directed by the SWCD Board.

Responsible for administration of watershed grants as assigned by the SWCD Board. This will require preparing grant applications, tracking progress of the grant, filing required reports in a timely manner, servicing cost-share applications, preparing contract documents, scheduling the application of planned practices with participants and/or technical personnel, certifying completed work and issuing payments.

Periodically conducts or assist in engineering field surveys, design, and layout of structural erosion control practices for land users, state, federal, and local agencies.

Responsible for developing/revising Resource Management System Plans with watershed land treatment participants in assigned watershed projects. Making one on one contacts with landowners and farm operators about identifying and analyzing resource needs and promoting conservation practices to address those resource needs. Provides technical and educational assistance to project participants for effective implementation,

installation, and maintenance of conservation plans and practices.

Responsible for maintaining communication and cooperation with various federal, state, and local agencies to coordinate and facilitate long-term agreements and cost-share projects. Incumbent shall assist with state, federal, or local programs as required or assigned by SWCD Board.

Responsible for assisting Administrative Coordinator in developing technical and educational programs for the District field day, tours, meetings, and other activities as directed by the SWCD Board.

Develops and produces communication materials on behalf of the District, including newsletters, media releases, reports, speeches, audio-visual presentations and training materials for various District projects and activities. Responsible for maintaining the District webpage.

Performs various secretarial functions, such as filing, updating computer files, answering the telephone and working with project participants so as to achieve District project goals. Collects and disseminates information to proper parties in the Soil and Water Conservation District office.

Maintains a daily record of work activities and reports summary at the Soil and Water Conservation District Board meetings.

Assist Board Supervisors in developing Annual Plan and Business Plan, including analyzing and recommending programs and activities to meet District goals.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor Degree in Crop and Soil Science, Agronomy, Natural Resources or a related area preferred. High School diploma or GED with related work experience in Natural Resources.

Working knowledge of conservation planning, practices, procedures and legal requirements, with ability to develop effective conservation plans and provide related technical and educational assistance to the public.

Working knowledge of and ability to make practical application of District policies and procedures, annual and business plans, and memorandums of understanding.

Ability to supervise and direct hired District personnel including making work assignments, making hiring recommendations, providing training and corrective instruction, and evaluating performance.

Ability to effectively communicate orally and in writing with co-workers, federal, state and local agencies/departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to plan and layout assigned work projects, read and interpret detailed construction drawings, sketches and specifications, and prepare detailed reports as required.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to perform arithmetic calculations and properly operate a computer, modern surveying and drafting equipment, printer, telephone, fax machine, copier and calculator.

Working knowledge of computer operation including, but not limited to, data base software, word processing, spreadsheets, Internet searches, and Global Information Systems (GIS).

Ability to understand and follow oral and written instructions, and work with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time and to complete assignments effectively amidst frequent distractions and interruptions.

Ability to supervise and direct contracted District personnel, including preparing contract documents, monitoring performance, issuing payments, making hiring recommendations, providing training and corrective instruction, and evaluating performance.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training/meetings, sometimes overnight.

Ability to physically perform essential duties of the position, including standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing 50 pounds, bending crouching/kneeling, handling/grasping survey equipment.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide variety of duties involving many variables and considerations. Incumbent performs according to technical specifications and Department goals and objectives, exercising independent judgement in analyzing soil and water conservation needs, developing cost-effective plans and monitoring compliance.

III. RESPONSIBILITY:

Incumbent performs a variety of administrative and supervisory duties with purpose and desired results clearly indicated. Incumbent works with a minimum direct supervision, referring to supervisor unusual situations, such as potential litigation, or ineffective cooperating agency programs. Work is reviewed for compliance with legal requirements and effect on District goals/objectives.

IV. PERSONAL WORK RELATIONSHIPS:

This position is under the direct supervision of the Steuben County Soil and Water Conservation District Board of Supervisors. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions and termination of employment are the responsibility of the Steuben County Soil and Water Conservation District Board of Supervisors.

Incumbent maintains frequent contact with co-workers, federal, state and local conservation-related agencies/department and the public for the purpose of exchanging information, developing/coordinating programs, and directing visitors and callers.

Incumbent reports directly to Administrative Coordinator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving standing/walking for

long periods on uneven terrain, lifting/carrying objects weighing more than 50 pounds, bending, crouching/kneeling, handling/grasping survey equipment. Incumbent will be exposed to construction machinery, traffic, dust, dirt, and adverse weather conditions. Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training/meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Resource Conservationist for the Soil and Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or type name