

Position Description

Employee Name:	Job Title: Conservation Coordinator
Employee Type: Regular	FTE: 1.0
Salary: \$57,118.00 - \$74,250.00 DOE	Supervisor: Bradley Johnson
FLSA Status: Non-Exempt	FLSA Exemption:
Effective Date: 10/4/2023	Date of Last Revision: 10/4/2023

Position Summary:

The Conservation Coordinator is responsible for assisting Managers, the Director, and Board of Supervisors in delivering conservation services to landowners in the Palouse Conservation District. This includes planning, organizing, applying, and monitoring conservation practices; communicating with state, and local agencies and entities to develop project ideas; organizing and participating in public events, as well as participating in the development and execution of grants. This position serves as an integral member of a team of conservation professionals working both in the field and office. The successful candidate will become a member of the District’s team of natural resource conservation professionals working together to enhance and protect natural resources within the District. Specifically, the coordination of increased conservation tillage and direct seed cropping systems, nutrient management, precision agriculture enrollment, and soil health management systems utilizing cover crops.

Essential to this position is: 1) being familiar with local and regional conservation agriculture issues, resource concerns, and conservation needs, 2) maintaining relationships and partnerships with land managers, the general public, agencies, and other partners, 3) identifying resource conservation needs and opportunities, 4) writing grant proposals to fund those opportunities, 5) collaborating with Resource Conservation Program staff and Finance & Admin Program staff to administer District grants, 6) coordinating Resource Conservation Program staff to deliver program services, and 7) implementing programs, events and activities.

The Conservation Coordinator will be working with federal farm programs through the Natural Resource Conservation Service (NRCS), and understanding the NRCS practices codes and certifications is needed. Getting federal clearance will be a requirement of the successful applicant.

Position Qualifications:

<p>Required Qualifications: The education, experience, and skills necessary to perform adequately in this dryland agriculture position.</p>	<p>Bachelor's degree (BS/BA;) in Agriculture, Natural Resources, Environmental Science, or 2 years in a related field.</p> <p>Knowledge of dryland agriculture, with an emphasis on the adoption of direct seed cropping systems, nutrient management, and precision agriculture, enrollment into direct seed and related conservation agriculture programs.</p> <p>Knowledge of designing, implementing, managing, and analyzing outcomes for efficient and effective dryland resource conservation programs.</p> <p>Familiar with current conservation issues facing dryland farmers, sustainable agriculture, and livestock owners in the region and have experience implementing conservation Best Management Practices (BMPs).</p> <p>Willing and physically able to assist with field data collection and restoration of fields located within the District. Must be physically fit, able to hike for extended periods, carry equipment (up to 50 lbs.) over rough terrain, and at times in inclement weather conditions.</p> <p>Ability to build respectful and productive relationships with internal colleagues and external stakeholders.</p> <p>Demonstrated ability to manage the technical aspects of budget development, including preparation, justification, and tracking of budgets.</p> <p>Excellent communication skills in working with private land managers and users in a non-regulatory environment.</p> <p>Valid, unrestricted driver's license.</p>
<p>Preferred Qualifications: The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.</p>	<p>Master's Degree in Agriculture, Public Administration, Natural Resources, Environmental Sciences or Studies, or a related field.</p> <p>Strong understanding of local and regional watersheds, current land use practices, and resource management issues and challenges facing dryland agriculture.</p> <p>Advanced knowledge of grants management and public sector budgeting.</p> <p>Working knowledge of local, state, and federal conservation programs through Farm Service Agency or Natural Resources Conservation Services currently available to landowners such as EQIP, CRP, CREP, etc. and related conservation Best Management Practices (BMP's).</p> <p>NRCS certified planner, or ability to become certified.</p> <p>Proficient in ARC GIS.</p> <p>Strong writing skills and grant writing experience.</p> <p>Experience with Smartsheet work collaboration software.</p> <p>Professional knowledge of policies and practices of Conservation Districts and the Natural Resources Conservation Service.</p>

Job Duties:

% of Time	Essential Function	Job Function	Duties
45%	Yes	Coordination, Technical Assistance, Planning, and Research	<p>Develop grant proposals, plans, and budgets to address natural resource needs.</p> <p>Apply for and secure necessary permits for project and implementation.</p> <p>Monitor associated soils, nutrients, and cropping systems for success.</p> <p>Provide technical assistance, services, advice, and resources to customers to improve natural resource conditions in a voluntary manner.</p> <p>Ensure all projects and grants are successfully implemented on time, within budget, and in accordance with grant contract terms and agency requirements.</p> <p>Build and maintain trusted relationships with customers, including but not limited to landowners, land managers, partners farmers, forest landowners, residential homeowners, community organizations and government agencies.</p> <p>Develop custom resource management plans for cooperators using their goals and existing resources to address known natural resource concerns.</p>
20%	Yes	Grant Assistance	<p>Assist with grant research, writing, reporting, administration and management.</p>
15%	Yes	Implementation	<p>Plan, organize, and coordinate the implementation of natural resource enhancement projects and associated contracts/agreements in dryland agricultural settings.</p> <p>Collect soil, residue, plant, and other natural resource samples as project requirements dictate.</p> <p>Conduct necessary analyses of natural resource data.</p> <p>Run models and tools to assess and inventory resource concerns and analyze data.</p> <p>Maintain proper use of PCD equipment during implementation, by completing necessary repairs and inventory maintenance.</p>
10%	Yes	Education & Outreach	<p>Provide outreach and communicate program and project activities to co-workers, granting agencies, the PCD Board of Supervisors, project partners, and the community.</p> <p>Enhance public awareness and knowledge of the value of healthy natural resources, and the need to maintain diverse, productive, and sustainable watersheds.</p>
5%	Yes	Supervision	<p>Supervise other subordinate staff, as assigned.</p>
5%	Yes	Other	<p>Perform duties under the supervision of the Resource Conservation Program Manager as needed. Performs other duties as required.</p>

Knowledge, Skills, Abilities or Competencies:

Knowledge of the District's strategic plan, mission, structure, resources, policies and procedures.

Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, and word processing.

Skills in organizing and expressing ideas in oral and written communication.

Skill in carrying out clearly defined procedures.

Demonstrated interpersonal, written, and oral communication skills.

Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.

Demonstrated ability to effectively operate standard office equipment including computers, phones, and electronic messaging.

Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.

Ability to maintain confidentiality, to the extent allowed by law.

Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Ability to instill trust and build consensus.

Ability to effectively handle multiple, complex issues in a timely manner.

Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.

Ability to understand the priorities of the organization.

Ability to work collegially and collaboratively with diverse internal and external constituencies

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

High Tolerance for Change – the ability and willingness to work in PCD's ever-changing and fast-paced environment.

Strong Team Attitude and Approach – the ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Systems Thinking – the ability to focus on how an issue being reviewed interacts with the other components of our systems.

Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.

Physical Requirements:

Specify the amount the position will be required to LIFT/CARRY frequently:	Over 50lbs
Specify the amount the position will be required to PULL/PUSH frequently:	Over 50lbs
Indicate the rate in which this position will be required to:	
Bend:	Frequently
Twist	Frequently
Squat	Frequently
Climb	Occasionally
Kneel/Crawl	Occasionally
Reach/Reach Overhead	Frequently
Finger Dexterity/Fine Manipulation	Continuously
Sit	Continuously
Drive	Frequently
Basic Life Functions:	Hear See Speak Stand Walk
Unique Vision Requirement: Indicate any unique vision requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.)	Not Applicable.
Work Setting: Indicate the work setting the duties are performed in.	Office Environment and in the field with site visits, training, local and out-of-town travel. Occasional extended hours (some weekends). Outdoor Environment.
Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures:	Frequently

Fumes/Odors/Mists/Dusts:	Frequently
Confined Areas/Spaces:	Occasionally
Extreme Sounds/Noises/Vibrations:	Occasionally
Potential Hazards Exposure	Frequently
Other Working Conditions:	Employee is subject to both inside and outside environments. When inside the employee is protected from weather conditions. Where outside work, may include exposure to extreme temperature, wet and/or humid variations. Outdoor work is labor intensive and includes hiking and carrying equipment.

Equipment Utilized:

Desktop computer literacy, including proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet, and various other software applications used within the district for operations, administration, and reporting.

Basic office equipment including telephone, computer, printer, photocopier, etc.

District vehicles and trailers. Various power tools, i.e. drills, saws, brush hog, weed trimmer.

Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

ACKNOWLEDGMENT:

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Employee Name: _____
(Print Please)

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Director of PCD Signature: _____ **Date:** _____