

WEST MULTNOMAH COUNTY SOIL AND WATER CONSERVATION DISTRICT

West Multnomah County Soil & Water Conservation District is a state-designated special district formed to conserve, protect and develop soil and water resources. The district is governed by a seven-member elected board of directors. The District encompasses all of Multnomah County west of the Willamette River and includes all of Sauvie Island.

Job Announcement CONSERVATION TECHNICIAN

Job Summary:

This position will primarily provide conservation planning and technical assistance to landowners in West Multnomah County including landowners that are likely to be eligible for USDA funded practices through the Natural Resources Conservation Service and Farm Bill programs as well as other federal, state and local grant funding programs. Activities may include:

- Provide on-the-ground technical assistance and project management capabilities across a broad range of natural resources conservation practices, methods, and strategies that are applicable to a variety of land uses including non-industrial, small woodlot forestry.
- Support efforts to reduce soil erosion and nonpoint water pollution sources (mud, manure, nutrient, pesticides) as well as increase water quantity and efficiency through the design and installation of best management practices.
- Provide conservation planning and project management to effectively implement District led conservation practices.
- Develop conservation plans consistent with the principles, methods and techniques of soil conservation and related sciences including agronomy, forestry, hydrology, pasture/livestock management, biology, wildlife, engineering and others as required.
- Provide assistance to NRCS staff with conservation planning, contracting and implementation of USDA funded landowner practices.
- Understand, interpret and use various maps, aerial photography, soil surveys, and other technical information to assist residents of the District.
- Technical Guide, Soil Survey and related manuals and computer programs (i.e. ArcView).
- Provide technical expertise and implementation skills to achieve strategies identified in local Agriculture Water Quality Management Area Plans.
- Maintain ongoing communication with consulting natural resource professionals and other relevant local technical contractors to remain current on design specifications and requirements for practice implementation.
- Meet all reporting requirements of work completed with the appropriate systems and method (i.e. Oregon Department of Agriculture, NRCS reporting system, Oregon Watershed Enhancement Board, WMSWCD – funded grant programs, etc.).
- Participate in local field office meetings with District Manager, Staff and Directors; and partnering NRCS employees, to coordinate work and prioritize where technical assistance will be provided.
- Partner with other agencies/organizations to implement the District's sustainable agricultural, forestry and natural resource strategies and objectives.
- Maintain case files.
- Maintain positive, cooperative relationships with co-workers and conducts work responsibilities in a professional manner.
- Develop and maintain accurate, detailed records of projects and designs through state and federal databases, and prepares relevant spreadsheet analyses and reports.

- Communicate to, and works directly with, landowners and operators through site visits, office meeting, telephone, written correspondence and/or email.
- Possess working knowledge of conservation program activities including knowledge of specific state and federal cost-share or grant programs.
- Represent the District at industry and/or agency meetings and events, public meetings and community events, and as directed by the District Manager.
- Participate in developing workshops and tours for Board, professionals, federal, state and local agencies, organizations, elected officials, other key partners and the public to highlight special program and project accomplishments.
- Possess the verbal and written skills necessary to effectively communicate with peers and the general public.
- Provide a monthly report of work activities to the District Board.
- Perform other duties as assigned.

Qualifications:

- Bachelor's Degree in agriculture, forestry, soil science, natural resources management or a related science including agronomy, hydrology, animal science, biology, wildlife, or civil engineering.
- Three years of professional experience working for a natural resources oriented agency, organization, or business.
- Field/on-the-ground conservation plan implementation experience in forestry and/or invasive species management strongly desired.
- Pesticide Applicator's License preferred.
- 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, PowerPoint and Outlook and have working knowledge and experience with GIS (i.e. ArcView, Arc GIS, USDA Toolkit) and GPS.
- Livestock knowledge a plus.
- Ability to work independently, with flexibility and adaptability to provide technical leadership and responsibilities across a variety of land uses.
- Experience in collecting field data, especially soil and water-related data, and maintaining field notes.
- Good oral and written communication skills including education or experience in natural resources outreach that includes working one-on-one, in group settings and/or public speaking.
- Strong project management skills; field and data management skills; the ability to work independently and as a part of a team; and be able to communicate with project team members.

Reporting, Supervision, Working Conditions:

- The Conservation Specialist works under the direction of the District Manager. This is an exempt, at will position.
- This position works both in the field and in the office.
- Fieldwork will include working in and around such locations as farms and dairies; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy rocky or other hazardous terrain. Ability to navigate rough terrain in inclement weather on foot is essential. Work around large livestock will be required. Appropriate attire shall be worn for these occasions.
- This position will include significant time working at a desk; using a computer; or standing at a table

- This position may require work outdoors related to workshops, tours, farmers markets, feed stores field days, private woodlots and other District sponsored programs and events. These events may occur during in inclement weather.
- This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel may be outside the normal workday, overnight and may be out-of-state for more than one day.
- To perform the duties of this position, the Conservation Specialist must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. In order to carry out these assigned duties, a valid Oregon driver's license is required. Although the district may provide a vehicle, occasional use of the employee's own vehicle may be necessary (reimbursement is based on mileage).

Salary/Benefits

- Beginning salary \$50-55,000/yr. based on experience
- PERS and medical/dental health insurance
- Vacation and sick leave compensation

Dates of Employment

- **Applications due by Monday, October 26, 2009 by 5 PM.**
- Employment to begin not later than Monday, January 4, 2010 unless otherwise agreed.

Application Materials:

- **Submit current resume, complete district application and cover letter that includes responses to the following questions (maximum 4 pages for cover letter):**
 - a) Describe your work experience planning and managing and conservation or restoration projects. Please include your familiarity with materials costing, project design, engineering, contracting, budgeting and reporting.
 - b) What is your experience with local farming, forestry and nursery practices?
 - c) What is your knowledge of state and federal cost-share or grant programs that are applicable to conservation and restoration practice implementation?
 - d) Describe your work experience utilizing GIS, GPS and related applications including the use of ArcView and USDA Conservation Toolbox software programs.
- **Send your completed application materials (mail, fax or email accepted) to:**

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 Portland, OR 97210
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West Multnomah Soil and Water Conservation District does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. West Multnomah SWCD is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.