

POLK SOIL AND WATER CONSERVATION DISTRICT

POSITION DESCRIPTION

Resource Conservation Planner - Farm Forest

INTRODUCTION

This is a full time, salaried, exempt position with the Polk Soil and Water Conservation District (SWCD) in Dallas, Oregon. The employee will work from the District office, and manage their own field and office schedule with support from the District Manager. Remote work may be occasionally available for certain tasks (i.e., grant writing).

The position will lead the development of long-term programming and grant funding sources in support of our strategic plan goals to advance conservation. These sources will also support the SWCD's ODA Ag Water Quality Program, designed to improve ag water quality through the prevention of soil erosion and invasive plant and animal control. The work also includes incorporating instream structures and bank management, crop and manure management, with regard to the agricultural portion of the Oregon Plan for Salmon and Watersheds. This position is highly technical, project oriented, and must be able to secure grants from a variety of funding partners and manage multiple projects concurrently to meet deadlines.

The position will also provide educational outreach and professional technical service to land operators and managers that tailors farm forest planning to soil capability, resource potential, landscape context, available financial resources, and the willingness and ability to try new soil and water conservation practices or management systems.

Annual salary and benefits: \$55,000 - \$75,000. Negotiable based on qualifications and experience. Well-qualified applicants encouraged to apply. Polk County SWCD offers insurance benefits, annual vacation time, and 6% PERS contribution for qualified employees. The District recognizes 10 paid holidays plus a floating holiday to be used at the employees discretion.

Location: 580 Main Street, STE A, Dallas, Oregon

Polk SWCD's Mission and Vision

The mission of the Polk Soil and Water Conservation District is to promote conservation and wise use of natural resources in Polk County. Our vision is to have the citizens of Polk County see the district as a community leader in delivering natural resource conservation education and technical assistance programs that affect positive, measurable improvements to the environment and instill stewardship ethics in individuals.

QUALIFICATIONS

- A minimum of a bachelor's degree is required in a natural resource field of study or environmental science, with a minimum of three years progressively responsible project management experience for an agricultural business, natural resource management, designing livestock or cropping systems, and pest management controls.
- A minimum of six years of progressively responsible project management experience or an advanced degree may substitute for all or part of the above qualifications.
- Natural Resource Conservation Service (NRCS) Planner Certification preferred.
- An ability to build relationships with land managers and provide exceptional customer service to deliver best management practice assistance that helps land managers meet their needs and concerns

- Must have a working knowledge of local land use permitting and land use planning.
- Demonstrate a record of procuring and managing natural resource grants efficiently and effectively, utilizing adaptive management techniques.
- Possess a core understanding of a variety of funding programs to be able to land successful funding opportunities.
- Be familiar with climate resilient farm and forest management practices and incorporate these practices into successful grant applications.
- Willing to take direction from the supervisor, work as a team member, and respect other people's knowledge and values.
- Proficient oral and written communications skills are required, including public speaking.
- Must be proficient with ArcGIS and Microsoft Excel, Word, PowerPoint, and Outlook.

SUPERVISION RECEIVED

This position reports directly to the District Manager. Work is accomplished independently with technical guidance available from the resource manuals, Natural Resources Conservation Service (NRCS) staff, SWCD technical staff, ODA Ag Water Quality Specialist, or other partners. This position acts on behalf of the District Manager and the District Board of Directors, within the authority delegated by the Board, this position description, and the District Personnel Handbook.

SUPERVISION GIVEN

This position may provide training and/or supervision to new natural resource technicians, interns, planting crews, and/or trainees, etc.

PRIMARY DUTIES: (80%) include but are not limited to:

- Writes grants and develops funding programs utilizing a variety of funding sources to provide funding assistance and incentives for land managers.
- Acts as Project Manager in regard to bidding, developing contracts, obtaining proper permits and land use agreements, budgeting for, and implementing landowner projects.
- Meets all reporting and billing requirements of work completed in the appropriate method to the Board, Oregon Department of Agriculture, NRCS, Oregon Watershed Enhancement Board, etc.
- Provides professional technical assistance and conservation planning to land managers regarding project design and installation of conservation practices such as exclusion fencing for livestock from riparian areas, off-stream watering stations, livestock waste management structures, heavy use protection areas, cross fencing for rotational grazing, removal of invasive species, instream structures and restoration of native or noninvasive vegetation along stream side.

- Administers the two Agricultural Water Quality Management Area Plans (Yamhill and Mid-Willamette) in collaboration with the Oregon Department of Agriculture.
- Attends site visits on behalf of the district alone or with other agencies to advocate for voluntary solutions to land use practices that maybe in question.
- Attends Local Advisory Committee (LAC) meetings
- Facilitates and/or presents outreach to land managers and partners in the form of technical workshops, seminars, tours, and technical writing of articles and/or brochures.
- Interprets and uses various maps, GIS, aerial photography, and soils information in assisting landowners and land managers.

SECONDARY DUTIES: include, but are not limited to: **20%**

- Participate in office meetings with SWCD Directors, SWCD employees, NRCS employees and other agency employees to coordinate work and prioritize where technical assistance will be provided.
- Communicate with federal, state, tribal, and local agency personnel involved in similar work to coordinate activities and avoid duplication.
- Facilitate communication amongst community members with different perspectives and divergent values.
- Take part in educational events such as county fair or farmers market events
- Assist outreach staff with implementing the native plant sales.
- Acts as liaison to local watershed councils and water control districts; including but not limited to Luckiamute WC, Rickreall WC, Greater Yamhill WC, Glenn & Gibson Creek WC, Ash Creek WCD, Perrydale Domestic Water Association, by attending their meetings at least quarterly, and providing technical assistance on a project-by-project basis as time permits.

PERFORMANCE EVALUATIONS

The first six months of employment with the Polk SWCD is considered an Introductory Period. Employees will receive a performance evaluation from the District Manager at the end of their first six months. The purpose of the evaluation is to determine the amount and quality of work performed by the employee in accordance with specified duties. The six-month performance evaluation will include a written assessment of performance signed by both parties. The six-month introductory period may be extended if necessary. Performance evaluations with written assessments will take place at least annually thereafter, in June to coincide with our fiscal year (July 1 to June 30).

JOB CONDITIONS

- The employee's job involves both office and field work.
- Field work includes attending site visits on behalf of the district with other agencies to advocate for voluntary solutions to land use practices that may be in question.
- To perform the duties of this position, the Resource Conservation Planner will serve as incidental motor vehicle operator during daylight hours, during inclement weather, and after dark. In order to carry out these assigned duties, a valid driver's license and vehicle with appropriate insurance is required. Although the District has a vehicle, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on mileage).

- Field work may include regular and recurring physical exertion that requires walking, hiking, wading in water, and climbing in all types of weather and on steep, rocky or otherwise hazardous terrain.
- Proper attire, precautions and district safety protocols will be followed to prevent on the job injury. If you are not sure what the proper procedure is, please ask.
- Office work will include assisting clients, writing conservation plans, grant writing, program planning, writing reports, using a computer, keyboard, and mouse; and attending meetings (which may include prolonged sitting and/or standing).
- Travel will be required to attend training sessions, conferences, workshops and meetings outside the office; Overnight travel may be required on occasion.
- As a representative of the District, the Resource Conservation Planner – Farm Forest, shall perform all job duties in a professional manner, interact with both the public and co-workers in a collaborative outcome-focused manner, and follow established protocols to ensure safety.

The above list of job duties and conditions is selective, other duties may be assigned as needed.