



LINCOLN SOIL AND WATER
CONSERVATION DISTRICT

DETAILED JOB DESCRIPTION

Conservation Program Coordinator (Lead Technical Specialist)

Status: Full-time (Non-exempt/at will)
Pay Range: \$23 - \$25 per hour DOE
Reports to: Board of Directors
Opening Date: August 17, 2018
Closing Date: Monday, August 27, 2018

DISTRICT OVERVIEW:

This position serves as the Conservation Program Coordinator for the Lincoln Soil and Water Conservation District (Lincoln SWCD – hereinafter referred to as District). The District is a local unit of government that operates as a Special District of Oregon run by a Board of locally elected directors, and receives its funding through grants and contracts. District staff provide professional and technical assistance to the citizens of Lincoln County to address a diverse range of agricultural and natural resource issues.

PROGRAMS OVERVIEW:

The Conservation Program Coordinator will manage the District's Water Quality Monitoring and Watershed Restoration Programs. These Programs are aimed at providing Lincoln County residents and landowners with science-based information about soil, water, and related natural resources, and to provide technical assistance regarding how to manage, protect, and improve those resources in order to conserve and sustain them for future generations. The foundations of these programs are the work associated with implementing the Mid-Coast Agricultural Water Quality Area Plan goals and objectives (as administered by the Oregon Department of Agriculture), the Oregon Department of Environmental Quality's Nonpoint Source Pollution Reduction Program, the Mid-Coast Basin TMDLs, and the Oregon plan for Salmon and Watersheds goals and objectives.

JOB DESCRIPTION:

This position is a five day, 40-hour work week, although work days may range from 8-10 hours seasonally with approximately 1 – 3 evening meetings and occasional weekend work days. The Conservation Program Coordinator provides outreach, education, and technical assistance to agricultural and urban landowners coordinates and conducts water quality monitoring develops projects targeted at improving water quality and watershed health, and secures financial resources (i.e. grants) and permits necessary to move forward with a project. Additionally, the Conservation Program Coordinator, supervises District staff, and collaborates with watershed councils, municipalities, state, and federal partners to implement projects that improve fish and wildlife habitat, with a strong focus on threatened Coho salmon. The Conservation Program Coordinator is the District's flagship technical position that serves as a primary representative in



LINCOLN SOIL AND WATER CONSERVATION DISTRICT

all efforts aimed at increasing effective partnerships between District and regional entities, working to increase the effectiveness and scope of natural resource conservation as guided by the District's annual work plan and business plan.

QUALIFICATIONS:

A qualified candidate must possess strong public speaking, presentation, and technical writing skills, a professional demeanor and excellent time management skills to successfully balance multiple program duties and the seasonal and cyclical workloads associated with this position. Candidates must possess relevant experience in stakeholder outreach, grant research and writing, project development and implementation (5-10 projects annually), administration of public contracts, permitting, procurement of goods and services, complex budget tracking and reporting, annual public event planning and management (e.g., workshops, presentations, native plant sales), and hiring and supervising full time and seasonal employees as needed.

A qualified candidate must also exhibit the knowledge, skills, and abilities to participate in local and regional technical teams, and to complete assessments of land conditions and management practices that affect land and water quality using both field techniques and GIS. Candidates should have good knowledge water quality sampling techniques and the processes contributing to water quality, knowledge of soils, familiarity with the plant communities of the Pacific Northwest, and a working knowledge of stream, wetland, and riparian restoration principles.

CORE DUTIES:

- Provide program leadership, management, and technical support for implementing best management plans and projects associated with agricultural and rural nonpoint source pollution reduction.
- Assist Oregon Department of Agriculture (ODA) officials with agricultural water quality compliance assessments as needed. Complete quarterly tasks and reporting associated with ODA scope of work, effectiveness monitoring of focus area, and biennial planning activities.
- Work directly with property owners and operators through face-to-face contact, telephone, written correspondence, or email. Advocate and promote conservation of natural resources with rural and urban property owners, the general public, and other resource-related organizations by developing and/or using a variety of education and outreach tools.
- Develop conservation and restoration plans in cooperation with USDA Natural Resources Conservation Service (NRCS) Field Office staff, Oregon Department of Environmental Quality, and other partners. Design projects incorporating the principles, methods, and techniques described in the NRCS Field Office Technical Guides and other accepted watershed restoration practices.
- In conjunction with the Fiscal Manager and Board, ensure financial stability of the District by securing funding and financial assistance via grants to assist clients and partners with implementation of conservation projects and planning.



LINCOLN SOIL AND WATER CONSERVATION DISTRICT

- Coordinate activities between District programs and grants, actively pursue additional funding opportunities or collaborations for District programs
- Enter into contracted service agreements, cooperative agreements, and authorize expenditure, consistent with authority levels authorized by the Board of Directors to carry out project implementation.
- Prepare and submit technical documents, agreements, plans, and required grant reporting documents on behalf of the District, as authorized by the Board of Directors.
- Participate in meetings to coordinate work, establish priorities, delegate responsibilities, and create plans and budgets.
- Attend and actively participate in Basin-wide meetings, workshops, and conferences relating to professional and technical issues. Speak at meetings of associations, agencies, schools, and other groups to provide information on natural resources, conservation, and water quality, along with District goals, objectives, and projects.
- Understand, interpret, and use maps, aerial photography, soils information, and other technical resources to assist residents of Lincoln County.
- Use ArcGIS software to develop projects, effectively communicate project information through maps and shape files, and maintain a geodatabase of District projects.
- Represent the District's interests with other conservation districts, watersheds councils, organizations, public officials, and urban and rural landowners.
- Actively participate on OWEB's Small Grant proposal review team.
- Supervise, coordinate, and provide job training to hired assistants and/or project managers.
- Conduct water quality monitoring efforts that follow sampling protocols, including: coordinating work schedules and lab time and deliveries, contract services, and staff training.
- Prepare outreach materials, attend community events, and educate the public about District programs and services.

SUPERVISORY DUTIES:

- Perform daily fiscal oversight of District, organize weekly check-ins and staff reports, and certify time sheets.
- Work with staff to prepare annual work plan and annual report, and update District long-range business plan.
- Maintain records of time for volunteers, directors, and staff.
- Work with Fiscal Manager to plan and host District annual meetings.
- Conduct employee reviews and recommend actions to Board.



LINCOLN SOIL AND WATER CONSERVATION DISTRICT

MINIMUM JOB REQUIREMENTS:

- Bachelor's Degree in Natural Resources, Environmental Engineering, Agriculture, Restoration Ecology, Hydrology, or related field with a minimum 3 years of on the job experience with one year of supervisory experience related to the position's Core Duties strongly preferred.
- Possess a valid Oregon Driver's license, a good driving record, appropriate insurance, and a reliable vehicle for job use. All mileage is reimbursed at the State rate.
- The ability to use a computer for information entry, retrieval, correspondence, and conservation practice design. The ability to use ESRI ArcMap and Microsoft Office is required for this position.

WORKING CONDITIONS:

- This position involves work in the office (75%) and in the field (25%).
- Fieldwork will include working in and around farms, rivers, streams, ponds, dense vegetation or woodlands, areas with steep, slippery, muddy, rocky, or other hazardous terrain. Field conditions may involve close proximity to livestock and livestock waste. Ability to navigate rough, uneven terrain on foot is essential.

SUPERVISION RECEIVED:

- Work is accomplished under the direction and administration of the Board of Directors and policy manuals. This position acts on behalf of the District Board of Directors and is governed by the policies of the District's Personnel Policy Manual.

SAFETY EXPECTATIONS:

- The Conservation Program Coordinator shall perform all duties in a prudent and sensible manner, following established safety protocols for field/office work and vehicular use.
- Employees are expected to wear suitable clothing for the type of work they are performing indoors or outdoors. In addition to personal protective equipment, boots, waders, hats, gloves, and other clothing may be provided by the District.

BENEFITS:

- Personal time, vacation time, and 10 paid legal holidays are provided. Health care and other benefits can be provided as a part of a total compensation package as requested.

Lincoln 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. Lincoln SWCD is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.

TO APPLY:

- Submit a cover letter, resume, and application to info@lincolnswcd.org by Monday, August 27, 2018. An application can be downloaded at www.lincolnswcd.org/jobs.