



Program: Conservation Planning

Position Title: Conservation Specialist (Wildlife Habitat)

Exempt/Non-exempt: Full-Time Non-exempt

Salary Range: Band C Step 6 – Step 20 (\$54,315.89 to \$82,157.65)

INTRODUCTION

This position serves as a Conservation Specialist for the Clackamas Soil and Water Conservation District (District). This is an “At-Will”, non-exempt, full-time position subject to available funding and the General Employment Policies of the District. Clackamas Soil and Water Conservation District is a local unit of government that operates as a special District of Oregon. The District is governed by a board of locally elected directors and receives its funding through a permanent tax rate, contracts, and grants.

This Conservation Specialist position focuses primarily on wildlife habitat conservation and helping to conserve natural resources on rural and urban properties. Some focused work on specific wildlife habitat initiatives and participation in regional wildlife habitat groups. The specialist evaluates natural resources (soil, water, animal, plant, wildlife, and cultural resources) on rural and urban sites and creates conservation plans with specifications for conservation actions.

The Conservation Specialist must have strong project management skills; field and data management skills; the ability to work independently and as part of a team; and the ability to clearly communicate with District staff and with project partners. The person in this position is an integral member of the District’s conservation planning team. The Conservation Specialist is expected to provide superior customer service and to behave in a professional manner.

ESSENTIAL DUTIES

60% Technical

- Conduct site visits with landowners and land managers, observing and recording site conditions, and capturing the goals and concerns by these customers. Inform landowners on strategic plans focused on rare and declining habitats in the region.

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- Provide guidance and develop plans to address site-specific natural resource needs such as improving wildlife habitat, managing water, preventing erosion, controlling sediment loss, improving soil health, controlling invasive weeds, managing stormwater, and providing science-based information and alternatives when developing plans that include the use of pesticides or fertilizers. Occasionally providing support or referral to colleagues on improving pasture, managing manure, and conserving irrigation water.
- Establishes and maintains a positive working relationship with partners, customers, vendors, coworkers, Board members, and other officials by being responsive and respectful.
- Works to implement or support the goals of conservation initiatives from federal and state partners such as NRCS Conservation Implementation Strategy, Environmental Quality Incentives Program, National Water Quality Initiative and ODA Strategic Implementation Area, Agricultural Water Quality Local Area Plan, and ODFW Oregon Conservation Strategy and implement the District's conservation objectives and strategies.
- The Conservation Planner works with landowners and the Conservation Planning team to develop projects, budgets, and timelines to implement conservation practices.
- Manages project contractor work on District-led projects, selecting contractors, submitting work orders, and coordinating project contractor work.
- Provides technical information and support to local conservation efforts by teaching workshops, meeting with community groups and organizations, and presenting information to citizens.
- Collaboratively coordinate and support District wildlife habitat initiatives, e.g., the Backyard Habitat Certification Program and the Oak Conservation Implementation Strategy.
- The Conservation Specialist assists in the land management program, as needed, including conservation easements and land acquisitions.

40% Administrative

- Develop conservation plan maps using Geographic Information System software and other software solutions. Conservation plan development and tracking is accomplished using an Access database.
- Support regional wildlife habitat initiatives by attending meetings and representing the District, e.g. Oak and Prairie Working Group and Regional Habitat Connectivity Working Group.

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- Participate in meetings with landowners or operators and agencies with jurisdiction over proposed activities to provide information and assist in resolving issues.
- Prepares or assists in the production of funding assistance, grant applications, contracts, and agreements.
- Prepares and updates project budgets and estimates, submits invoice approval forms, and tracks project expenses.
- Updates and maintains program files and reports while maintaining a high standard for accuracy, completeness, and efficiency in the preparation of data entry and reports.
- Participates in staff meetings with the District Manager and District employees.

SECONDARY DUTIES

- Act as the District liaison or representative at meetings as directed by the District Manager or by his/her designee.
- Assist in the development of District publications.
- Assist, from time to time, in the training and/or supervision of technicians, volunteers, interns, or contractors as needed or as assigned.
- Drives District-owned or leased motor vehicles such as passenger vehicles, light trucks, all-terrain vehicles, vehicles with 4-wheel drive, etc.

SUPERVISORY CONTROLS

The Conservation Specialist is supervised by the Conservation Program Manager and receives assignments in the form of broad functional responsibilities and overall objectives. The Conservation Specialist fulfills these duties with a high degree of independence, using their own best judgment and initiative to resolve many problems without supervisory consultation. Uses judgment and discretion in determining which issues or problems should be brought to the attention of the Program Manager, and whether to initiate action before consulting the Program Manager. The specialist plans work in advance and submits general plans for review. The Program Manager will be available to discuss controversial problems, however, work is reviewed in terms of success in meeting performance standard objectives.

The Conservation Specialist does not supervise other employees.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of conservation practices applicable to natural resource conservation on rural and urban properties.
- Knowledge of native plant species and communities in western Oregon.
- Knowledge of non-native and invasive plants and animals found in western Oregon, including EDRR

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species found in Clackamas County.

- Knowledge of native fish and wildlife species and priority habitats found in Clackamas County and the Greater Portland Metro Area.
- Knowledge of budget, contract, and grant management.
- Skilled in the collection of field data and maintaining field notes.
- Ability to direct or implement wildlife habitat enhancements that include habitat restoration, habitat conservation, and invasive species management techniques.
- Ability to provide basic guidance using available proven scientific resources from NRCS, OSU Extension, and other Partners to help cooperators manage fish and wildlife habitat, weeds, nutrients, and livestock impacts.
- Ability to assist landowners in selecting conservation practices that comply with land use/zoning restrictions on land and water use for specific parcels, such as those contained in the local Area Water Quality plan (ODA).
- Ability to utilize the District's planning tools and processes to develop conservation plans that address common resource issues.
- Ability to install, or direct the installation of, common conservation practices to solve water quality-related issues. Working knowledge of plant materials including proper placement and maintenance.
- Ability to participate in meetings with District staff, Board Directors, and other partnering agency staff to coordinate work and prioritize the provision of technical assistance.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- Bachelor's Degree in an agricultural or natural resources-based field of study AND one year of directly related conservation planning experience; OR, Five years of directly related conservation planning experience or any equivalent combination of experience, training, and/or education.
- Proficiency using personal computer applications and programs including Microsoft Office and ESRI ArcGIS.
- Demonstrated project management skills including developing timelines, and budgets, processing invoices, and communicating with clients, contractors, and partner agencies.
- Excellent oral and written communication skills.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office or the field (see "Working Conditions" below).

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DESIRED/PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- Master’s degree or higher in a relevant field (see Bachelor’s degree major study areas) OR Five years of directly related conservation planning experience or any equivalent combination of experience, training, and/or education.
- Experience in applying the NRCS nine-step planning process.

ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- The work includes a range of activities from extended office work to arduous field work involving working outdoors in variable weather conditions, moderate to strenuous physical exertion, and long hours often in remote locations. This position is eligible to be under a hybrid work model which allows work to be done at a home office and in the District office with District Manager approval.
- The position generally is a 40-hour work week. Workdays and work hours will normally be Monday through Friday, 8:00 am to 4:30 pm incumbent will need to respond to work weekends and evenings, but the days and hours may vary depending on the requirement(s) to attend evening or early morning meetings and occasionally weekend meetings.
- To perform the duties of this position, the Conservation Specialist must serve as an incidental motor vehicle operator during daylight hours, after dark, and during inclement weather. To carry out these assigned duties, a current and valid Oregon driver’s license is required.
- The Conservation Specialist shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
- Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____

Date: _____

Direct Supervisor/Manager: _____

Date: _____

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