



**Program:** Conservation Planning

**Position Title:** Conservation Specialist

**Exempt/Non-exempt:** Full-Time Non-exempt (Term Position)

**Salary Range:** Band C Step 6 – Step 9 (\$54,315.89 to \$59,352.44)

## **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.

The Conservation Specialist evaluates natural resources (soil, water, animals, plants, and wildlife) on rural properties. He/she provides planning and technical assistance to individual landowners for the successful development and installation of conservation practices to conserve natural resources. 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**

- Develop plans to address natural resource needs such as managing water; preventing erosion; controlling sediment loss; improving habitat; improving pasture; managing manure; controlling invasive weeds; managing stormwater; and recommending appropriate fertilizer applications and the reduction of pesticide use.
- Conduct site visits with landowners to observe and record site conditions, and to capture their concerns.

**22055 S. Beaver Creek Rd. Beaver Creek, OR 97004**

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- Establishes and maintains a positive working relationship with partners, customers, vendors, coworkers, Board members, and other officials by being responsive and respectful.
- Provides technical information and support to local conservation efforts by teaching workshops, meeting with community groups and organizations, and presenting information to citizens.
- Demonstrate the ability to work independently, with flexibility and adaptability, to provide technical leadership across a variety of land uses.

#### **40 % Administrative**

- 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. Proficient with Microsoft Excel, Word, and PowerPoint. Working knowledge of ArcView and/or ArcGIS, Microsoft Access, and Outlook are helpful.
- Understand and apply knowledge of the NRCS nine-step planning process.
- Prepares or assist in the production of funding assistance, grant applications, contracts, and agreements.
- 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**

- Participate in meetings with landowners or land operators and with agencies with jurisdiction over proposed activities to provide information and assist in resolving natural resource issues.
- 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**

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 prior to consulting the Program Manager. 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.

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The Conservation Specialist does not supervise other employees.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of conservation practices applicable to small farms and rural residential properties for the conservation of natural resources.
- Knowledge of small-scale food production systems.
- Knowledge in complying with applicable local, state, and federal laws, providing service without discrimination according to District and USDA policies.
- Skilled in the collection of field data and maintaining field notes.
- Ability to utilize the District's planning tools and processes to develop conservation plans that address common resource issues. Knowledge and application of the Natural Resource Conservation Service's nine-step planning process are desired.
- Ability to install, or direct the installation of, common conservation practices to solve water quality and quantity-related issues. Working knowledge of plant material 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**

- In pursuit of/ or possessing a bachelor's degree in an agricultural or natural resources-based field of study AND one year of directly related conservation planning experience; OR 5 years of experience;
- Proficiency using personal computer applications and programs including Microsoft Office and ESRI ArcGIS;
- 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).

### **DESIRED/PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS**

- Bachelor's degree or higher in a relevant field (see Bachelor's degree major study areas);
- 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 fieldwork involving working outdoors in variable weather conditions, moderate to strenuous physical exertion, and long hours often in

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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 workweek. 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 occasional weekend meetings.
- 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. 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 accommodations may be made to enable individuals with disabilities to perform the 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: \_\_\_\_\_

*The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.*

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