

Position Description

Employee Name:	Job Title: Conservation Planner
Employee Type: Regular	FTE: 1.0 (40 hours/week)
Hourly Rate: Starting at \$22.45 (DOE) Grade 7 Step 1	Supervisor:
FLSA Status: Non-exempt	FLSA Exemption: N/A
Effective Date: October 11, 2022	Date of Last Revision: October 11, 2022

Position Summary:

The primary focus of the Conservation Planner is to closely work with Palouse CD Resource Conservation staff, local landowners, and conservation partners to develop and implement voluntary conservation plans. This position provides technical assistance, collects data, runs tools and models, helps write and manage/implement grants, maintains equipment, and conducts outreach to support voluntary conservation on private land.

Position Qualifications:

<p>Required Qualifications: The education, experience and skills necessary to perform adequately in the position.</p>	<p>Bachelor’s degree in Natural Resources, Agriculture, Environmental Sciences or closely related field. Qualifying experience may substitute year-for-year for the education requirement.</p> <p>Two (2) years of experience working with riparian restoration, livestock management, or dry-land production agriculture farms/farmers.</p> <p>Communicate effectively verbally and in writing.</p> <p>Valid, unrestricted driver’s license.</p>
<p>Preferred Qualifications: The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.</p>	<p>Certified Conservation Planner.</p> <p>Experience Geographic Information Systems (GIS).</p> <p>Working knowledge of local, state, and federal conservation programs through Farm Service Agency or Natural Resources Conservation Services currently available to landowners such as EQIP, CRP, CREP, etc.</p> <p>Knowledge of watershed management, with an emphasis on streams and riparian zones.</p> <p>Knowledge of local plant communities and ecology.</p>

Job Duties:

% of Time	Essential Function	Job Function	Duties
45%	Yes	Technical Assistance	<p>Provide technical assistance, services, advice and resources to customers to improve natural resource conditions in a voluntary manner.</p> <p>Build and maintain trusted relationships with customers, including but not limited to landowners, land managers, partners, farmers, forest landowners, residential homeowners, community organizations and government agencies.</p> <p>Develop custom resource management plans for cooperators using their goals and existing resources to address known natural resource concerns.</p> <p>Inventory, evaluate, monitor and document natural resource conditions.</p>
25%	Yes	Implementation	<p>Plan, organize and coordinate the implementation of natural resource enhancement projects and associated contracts/agreements.</p> <p>Collect soil, water, plant and other natural resource samples as project requirements dictate.</p> <p>Conduct necessary analyses of natural resource data.</p> <p>Run models and tools to assess and inventory resource concerns and analyze data.</p> <p>Maintain proper use of PCD equipment during implementation by completing necessary repairs and maintenance. Equipment inventory.</p>
15%	Yes	Grant Assistance	<p>Assist with grant research, writing, reporting, administration and management.</p>
10%	Yes	Education & Outreach	<p>Provide outreach and communicate program and project activities to co-workers, granting agencies, PCD Board of Supervisors, project partners and the community.</p> <p>Enhance public awareness and knowledge of the value of healthy natural resources, and the need to maintain diverse, productive, and sustainable watersheds.</p>
5	No	Other	<p>Performs other related duties as required.</p> <p>May supervise staff and/or volunteers.</p>

Knowledge, Skills, Abilities or Competencies:

Knowledge of the District strategic plan, mission, structure, resources, policies and procedures.

Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.

Skills in organizing and expressing ideas in oral and written communication.

Skills in evaluating procedures and modifying, if necessary.

Skill in carrying out clearly defined procedures.

Demonstrated interpersonal, written and oral communication skills.

Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.

Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.

Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.

Ability to maintain confidentiality, to the extent allowed by law.

Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Ability to instill trust and build consensus.

Ability to effectively handle multiple, complex issues in a timely manner.

Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.

Ability to understand the priorities of the organization.

Ability to work collegially and collaboratively with diverse internal and external constituencies

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

High Tolerance for Change – the ability and willingness to work in PCD’s ever-changing and fast paced environment.

Strong Team Attitude and Approach – the ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Systems Thinking – the ability to focus on how an issue being reviewed interacts with the other components of our systems.

Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.

Physical Requirements:

Specify the amount the position will be required to LIFT/CARRY frequently:	Over 50lbs.
Specify the amount the position will be required to PULL/PUSH frequently:	Over 50lbs.
Indicate the rate in which this position will be required to:	
Bend:	Frequently
Twist	Frequently
Squat	Frequently
Climb	Frequently
Kneel/Crawl	Frequently
Reach/Reach Overhead	Frequently
Finger Dexterity/Fine Manipulation	Continuously
Sit	Frequently
Drive	Frequently
Basic Life Functions:	Hear See Speak Stand Walk
Unique Vision Requirement: Indicate any unique vision requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.)	N/A
Work Setting: Indicate the work setting the duties are performed in.	Office Environment and in the field with site visits, training, local and out of town travel. Occasional extended hours (including some Saturday's). Outdoor Environment.

Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures:	Occasionally
Fumes/Odors/Mists/Dusts:	Occasionally
Confined Areas/Spaces:	Occasionally
Extreme Sounds/Noises/Vibrations:	Occasionally
Potential Hazards Exposure	Occasionally
Other Working Conditions:	Employee is subject to both inside and outside environmental conditions. When inside the employee is protected from weather conditions. When exposed to outside work, may include exposure to extreme temperature, wet and/or humid variations. Outdoor work is labor intensive and includes hiking, wading in streams, and carrying equipment.

Equipment Utilized:

Desktop computer literacy, to include proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet, and various other software applications used within the district for operations, administration and reporting.

Basic office equipment including telephone, computer, printer, photocopier, etc.

District vehicles and trailer.

Various power tools, i.e. drills, saws, lawnmower, weed trimmer.

Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

ACKNOWLEDGMENT:

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Employee Name: _____
(Print Please)

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Director of PCD Signature: _____ Date: _____