

JOB DESCRIPTION

CONSERVATION PLANNER

Position Title: Conservation Planner

This is a non-exempt position that reports to the District Manager.

Wages & Benefits: \$25.00-\$35.00 per hour, depending on qualifications. Generous benefits package including, employer-paid health insurance, paid vacation and sick leave, 11 paid holidays, and participation in state retirement system.

Position Summary: Within the policies of the Conservation District Board of Supervisors and under the supervision of the District Manager, the Conservation Planner assists land users with conservation planning and implementation of best management practices. Subject matter focus areas include riparian habitat restoration and improvement, soil health, agricultural best management practices, and land drainage practices.

Minimum Qualifications: Must demonstrate the ability to perform the job functions listed below. A minimum of an AA degree is required; a bachelor's degree is preferred. Experience involving the functions listed below may be substituted as appropriate for education.

Essential Job Functions:

Technical Assistance

1. Work with land users, engineers, and partner organizations to develop plans for habitat restoration, water quality improvement and protection, water conservation, soil health, forest health and wildfire protection, and related natural resource conservation objectives.
2. Seek and secure funding to implement projects.
3. Prepare contracts for land user financial assistance, including all necessary data entry in state database, and complete project reimbursement paperwork.
4. Provide project implementation oversight.
5. Provide technical support to land users and local entities, e.g. Chimacum Drainage District, in securing permits and complying with permits.
6. Monitor installed riparian buffers and provide technical assistance to support successful establishment of woody riparian buffers.
7. Provide project monitoring support (e.g. water quality monitoring, forest health assessments, invasive species) on projects installed by District and partners.

Outreach & Education

1. Conduct outreach to land users and community about conservation funding opportunities.
2. Perform outreach and education on various natural resources and conservation topics.
3. Coordinate and implement the Annual Native Plant Sale and associated educational workshops.
4. Maintain District website, mailing lists, and online communications.
5. Assist with development of educational fact sheets, articles, and publications.

Administrative

1. Assist with grant proposal preparation to obtain funding for District programs and projects.

2. Prepare program-specific written progress reports and document accomplishments.
3. Develop and support District partnerships with other agencies, organizations, and groups involved in natural resource management issues.
4. Perform office and administrative tasks in support of assigned projects.
5. Attend monthly District Board meetings and other local, regional, and state meetings, as needed. This may involve attendance at evening or weekend meetings.
6. Attend training sessions and workshops related to skills development.
7. Provide administrative assistance to the District as needed (e.g. technology support for hybrid meetings, occasionally take meeting minutes).
8. Maintain accurate records regarding time-keeping and authorized expenses.

Working Conditions and Required Skills and Abilities:

- Perform all duties in compliance with District policies and procedures.
- Work is performed in both an office and field environment, utilizing standard office equipment, field equipment, and a desktop computer. Field work is performed in variable site conditions and terrain, and all weather conditions
- Proficiency in Microsoft Office applications.
- Must work closely and collaboratively with others in a public office environment.
- Must be able to build and maintain effective and respectful working relationships with Supervisors, co-workers, peers, partner organizations, agencies, landowners, land users, and other community members.
- Must have capability to independently plan, organize, prioritize, and manage multiple tasks with minimal direction and supervision.
- Must be able to operate a motor vehicle and have or be able to obtain a Washington State driver's license.
- Occasional lifting of heavy objects.

Desired Knowledge, Skills and Abilities:

- Proficiency with GIS mapping (ArcGIS preferred) and Squarespace.
- Knowledge of Northwest native plants.
- Strong project management and organizational skills with close attention to detail.
- Ability to listen deeply to the needs and goals expressed by land users and identify what programs and services would address them.
- Ability to communicate complex issues, verbally and in writing, to others in formal and informal settings and to motivate individuals to adopt and implement resource conservation practices on their property.
- Knowledge of a broad range of natural resource conservation principles, techniques, methods, and practices to apply and install conservation systems, which involve complex and diverse agricultural and other land uses.
- Knowledge of agronomic principles related to livestock management.
- Knowledge of engineering policies and standards of the agency to investigate, plan, and design structures that are compatible with the NRCS Technical Guide.
- Experience with tree and shrub planting and maintenance.
- Experience with field ecological data collection and analysis.
- Experience working with contractors and managing contracts.
- Knowledge of federal and state environmental statutes and programs and applicable local ordinances.

- Knowledge of natural resource planning principles and techniques, understanding of current trends, laws, policies and programs, and familiarity with environmental, social, and other issues that pertain to natural resource conservation.

Training and Performance Evaluation: Each employee works with their supervisor to develop and follow a personalized training plan. Performance standards will be developed as needed to assist in evaluating work performance. In accordance with Jefferson County Conservation District policies and procedures, new employees are subject to a six-month probation period in which the employee's suitability for the position is evaluated. Upon successful completion of the probationary period, evaluations are typically done annually during the first quarter of the year. Performance evaluations are designed to aid communication between supervisors and employees, to clarify duties and responsibilities, and to set goals for future performance. Performance of each duty in this position will be evaluated against the requirements developed for the position. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

Note: This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the job change. Work hours may vary on a daily basis, depending on workload and employee needs.

All programs and services of Jefferson County Conservation District are offered on a nondiscriminatory basis, without regard to age, race, color, national origin, religion, gender, sexual orientation, marital status, or disability.