

Walsh County Three Rivers Soil Conservation District
13351 Hwy 17
Park River, ND 58270

Job title

Park River Watershed Coordinator, Full-time Permanent Employee

Pay and Benefits

\$41,600 per year starting wage. This position has the potential to earn more as the district expands and succeeds with the program.

Benefits: Employee discount, Health insurance, Paid time off, Retirement plan

Job description

If you enjoy establishing new relationships and helping people plan projects based on their needs, the Walsh County Soil Conservation District has an excellent opportunity for you! This position is part of a small office that is driven to make a difference in the lives of people in Walsh County by working with producers and landowners to improve natural resource management, especially as it relates to agricultural practices that impact soil and water quality.

Desirable candidates have education and/or work experience in agronomy, crop and weed science, natural resources, soil science, range science, botany, hydrology, or geology area.

Compensation: Annual pay is \$41,600 per year . Potential for higher earnings as the growing district expands financially next year. Single Policy Health Insurance is fully paid after the employee's introductory period of 90 days is over, with the employee paying 50% of the premium during the first 90 days. Retirement is provided at a 3% match to the employee's contribution after 90 day probation. Paid holidays are provided. Sick time and vacation time are provided to employees to use after one month of employment. Employee discount and clothing reimbursement are also provided.

The start date for this position may be negotiable.

Office hours are Monday- Friday, 8:00 am – 4:30 pm. Overtime may be required at times to meet project deadlines. Hours worked over 40 hours per week will accrue in compensatory time. The employee will be reviewed at the end of 90 days, upon completion of the introductory period.

Duties & Responsibilities:

1. Educate producers on conservation practices and cost-share programs. Identify and promote the use of best management practices and/or set up public demonstrations that promote their use. Assumes responsibility and exercise own initiative in furthering the watershed program, and achieve goals set within the program to implement conservation with producers. Conduct producer follow up and document the effectiveness of practices implemented.

2. Maintain personal contacts with cooperators, records contacts and significant follow-up items in their files. Contact all producers within the boundaries of the watershed through one on one contact and small group meetings to determine their interest and needs.
3. Collect water samples and gauge measurements to track water quality changes and assist in biological monitoring. Coordinate with the ND Department of Health Water Quality Division.
4. Assist the district manager in assessing the need for conservation work within the district and recommends actions and programs to meet these needs.
5. Contact potential watershed partners to improve the soil and water resources within the watershed.
6. Coordinate a successful watershed program. Become familiar with all aspects of the EPA 319 water quality program process. Pursue financial assistance from alternative sources to match EPA 319 program. Exercise initiative in furthering the district's watershed program from a financial standpoint for producer cost share and for continued partial funding of this position with EPA 319 funds. Write grants and prepare grant presentations according to deadlines.
7. Conduct planning activities for conservation programs and contracts using the Technical Guide, Soil Survey and other available tools.
8. Prepare and present water quality and conservation programs to schools, groups and agencies. Publicize water quality and conservation activities in cooperation with district, NRCS and ND Department of Environmental Quality staff through news media.
9. Participate in the development of annual and long -range work plan of the district.
10. Gather water quality and land use data to aid in prioritizing resource concerns in the district.
11. Assist the district with the organization of a watershed advisory committee and acquire new partners as members.
12. Maintain records and accomplishments; submit necessary grant applications, reports and in-kind documentation to proper individuals.
13. Keep abreast of all federal, state and local laws that affect the conservation work within the district
14. And coordinate requests for assistance with NRCS and other appropriate resource agencies. Maintains a cooperative relationship with all natural resource agencies operating within the district.
15. Gather data and design conservation plans for producers using the NRCS Field Office Technical Guide.
16. Conduct workshops, organize tours and coordinate with other watershed projects .
17. Compile annual and semi-annual reports. Prepare monthly reports for the district's board on activities and accomplishments.
18. Disseminate information through media, newsletter articles and direct mailings. Write a monthly newspaper column and assist with the district's web page, Facebook and newsletter.

19. Assist with field work and field operations as requested by the district manager during spring planting. Perform other related duties as requested by the board of supervisors and district manager.
20. Perform physical duties such as lifting 30 lbs, walking on uneven terrain, working in a variety of hot and cold environments outside.
21. Must possess a valid driver's license.

Essential Skills:

- Ability to lift 30 lbs, walk on uneven terrain and in a variety of weather conditions along with working independently in the field.
- Must be excellent with customers and establishing collaborate relationships with clients. Getting to know each client of the district is important. Customer service in our organization is the #1 priority.
- Organized and able to multitask. Must have ability to keep excellent records.
- Maintain an excellent driving record and comply to the rules of a drug free workplace.
- Excellent communication skills in verbal and written forms, along with the ability to compose written reports, correspondence, grants and technical documents.
- Ability to provide a high level of customer service to clients and establish new relationships with producers in the priority areas of the watershed grant.
- Ability to cultivate new project work with no leads using an outgoing and educated approach with producers.
- Ability to coordinate resources for producers and handle multiple projects at once using organization, prioritization, and work under pressure during busy times.
- Ability to be a self starter, manage a shifting workload and responds to challenges constructively, and work independently.

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Sarah B. Johnston
Walsh Co. Three Rivers SCD
Walshcounty319@polarcomm.com

701-284-7363