

JOB ANNOUNCEMENT
Agricultural Conservation Planner
Intermediate Level
Marion Soil and Water Conservation District
Salem, Oregon

Marion Soil and Water Conservation District (SWCD) is currently seeking an experienced individual to work full-time as an Agricultural Conservation Planner. The position and office are in Salem, Oregon.

Position Overview

This is a full-time, at will, exempt position. The Agricultural Conservation Planner will work as part of the district's technical team and will perform a variety of conservation work in both field and office environments. This position's primary focus will be to assist, promote and help educate the agricultural community in the areas of conservation and the importance of implementing best management practices (BMPs) that protect and enhance our soil and water resources. He/she will primarily assist landowners/operators in assessing natural resource conditions and in planning and implementing conservation programs or practices to help resolve identified resource management problems. He/she is responsible to promote and administer financial assistance programs; monitor landowner contacts and contracts; develop and review conservation plans; develop and provide support documentation and produce general technical information.

This position requires knowledge and experience working with diverse agricultural crops, preferably those grown in Marion County. He/she will have experience or a strong desire to educate farmers and others about implementing conservation practices. He/she will have the ability to provide conservation related technical assistance by answering questions, provide resources and information, develop conservation plans and/or provide management planning assistance, develop and produce landowner maps in GIS using ArcView, and in addition to serving the public, he/she should possess a strong desire to work with and serve Marion County's agricultural community.

Marion Soil and Water Conservation District is a non-profit, governmental agency that operates as a special district of Oregon. The District is run by a board of locally-elected directors, and receives funding primarily through a permanent tax rate. The District staff provides technical assistance and education to property owners regarding soil and water issues and other natural resource concerns on their land. Marion SWCD has no regulatory authority but is simply a source of advice and consultation for the public.

Compensation

Competitive salary is commensurate with experience. The starting salary for this intermediate position will be based upon an individual's work experience, educational background, and skills. Marion SWCD also provides a generous benefits package including health, dental and life insurance plans, a flex spending plan, paid sick, vacation and holiday leave and retirement through a deferred compensation program. The Marion SWCD does not participate in the Oregon PERS retirement program. This position is not dependent upon any funding from grants.

Candidate Profile

The ideal candidate should have the following characteristics: be a self-starter with a quick learning curve who can think outside of the box; demonstrates the ability to provide innovative solutions to problems; possesses an outgoing personality with an easy confident manner; and enjoys functioning in a moderately-paced, yet sometimes hectic, work environment.

Minimum Qualifications

- A bachelor's degree in a field of agricultural study such as Agronomy, livestock systems and production, crop systems or production, agricultural business management, sustainable agricultural, agricultural engineering, pest management or a similar Ag related field of study; and
- Experience or training in producing maps and other related documents in GIS using ArcView; and
- Two or more years of professional experience working directly in the agricultural industry or directly with agricultural producers/farmers i.e. as an agronomist, crop consultant, field representative, farm owner or manager, etc. or any similar type position; or
- Two or more years of actual hands-on farming or agricultural experience. May include being raised on a family farm with crops or animals and/or any volunteer or paid work on a farm; or
- Any equivalent combination of education and experience which provides the needed skills to fulfill the duties of the position; and
- Must be a U.S. citizen or lawful permanent resident able to work in the United States; and
- Must be able to operate a motor vehicle in the performance of duties. Marion SWCD owns vehicles but occasional use of the employee's own vehicle may be necessary (reimbursement is based on State's mileage rate); maintains a current Driver's License and an acceptable driving record; must have proof of current automobile insurance

Required Skills

- Ability to work in a professional, respectful and courteous manner with the public, clients, stakeholders, vendors, other agency counterparts and at times with difficult individuals
- Ability to work efficiently, effectively and is organized
- Reliable and is punctual for work and for various meetings or activities
- Familiar and/or experience with standard concepts, practices, techniques and procedures within the agriculture industry
- Ability to compile and analyze technical information
- Ability to adapt and be flexible when work or situations change
- Strong technical aptitude and the ability to solve problems
- Proficient computer skills including Office applications (Word, Outlook, Excel, PowerPoint, Access,) and presentation applications
- Ability to educate and/or comfortably present information on agriculture, conservation and natural resource topics to farmers, landowners/operators and non-professionals
- Strong public speaking skills with some experience creating and delivering small to large group presentations
- Ability to clearly communicate orally
- Ability to write in a clear, logical manner using correct grammar and punctuation so others can understand and/or follow information
- Ability to write technical information and produce appropriate support documentation
- Able to work independently and/or as a team member and with or without direct supervision

Desired Skills (not required)

- Ability to either speak, read or write in Spanish or other foreign language
- Project and/or program management
- Grant writing
- Background or working knowledge in the field of construction or engineering

Essential Job Functions Include (but are not limited to):

- Educates the agricultural community in the areas of implementing conservation practices and management planning.
- Conducts individual assessments and inventories, primarily on agricultural properties, to determine the impact of existing conditions on soil, water and other natural resources.
- Develops conservation plans to help landowners and users with voluntary natural resource conservation efforts.

- Plans and assists landowners in implementing and applying Best Management Practices (BMPs) to comply with state and federal rules and regulations.
- Performs fieldwork which includes working in and around such locations as farms and dairies; rivers, streams and ponds or other wet areas; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain.
- Office work consisting of computer use and writing technical support information and documentation.
- Is familiar and understands the Marion SWCD's local Agricultural Water Quality Management Area Plan and may accompany the Oregon Department of Agriculture staff on site visits to assist them with compliance of this plan.
- Composes grants to provide funding assistance to landowners, for SWCD projects and for Marion SWCD programs.

Physical and Mental Requirements:

Uses depth perception; reads 12 pt. font; speaks, reads, writes and understands English; speaks with a clear and audible voice; hears a normal speech level; stands; sits up to ½ hour; moves about the work area; lifts-up to 50 lbs.; operates a keyboard; exposure to heat and cold. All duties shall be performed in a prudent and sensible manner, following established protocols that ensure safety.

Application Process

Those interested in this position may apply by submitting:

- A cover letter of interest specifically addressing why you want to work for the Marion SWCD as an Agricultural Conservation Planner. Also explain how you meet the minimum qualifications and required/desired skills listed in this announcement. Please describe in detail and list specific examples demonstrating why you would be the ideal person for this position (maximum length three pages). Also, please include your minimum salary requirements.
- A current resume
- Provide complete contact information for 4 or more work and professional references

Please send all the application materials to:

**Attn: District Manager
Marion Soil and Water Conservation District
338 Hawthorne Ave NE
Salem, OR 97301
(503) 391-9927 Ext. 304**

Preferred method to send is electronically and all information should be sent in *PDF format only*.

E-mail: office@marionswcd.net Add in the subject line: *Agricultural Conservation Planner*

Website: <http://www.marionswcd.net>

Please be aware that District reserves the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process.

CURRENTLY OPEN

CLOSES: OPEN UNTIL FILLED. Interviews could begin the week of November 6, 2017 and thereafter until the position is filled.

Note: It is to your advantage to submit your materials sooner than later.

Only candidates chosen to be interviewed will be contacted.

ANTICIPATED START DATE: December 2017

EEO/ADA

Marion SWCD is an Equal Employment Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Marion SWCD is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication. Please call the Marion SWCD office at 503-391-9927 at least two (2) working days (48 hours) in advance for assistance.