



**Dual Position: Middle Deschutes Watershed Coordinator & CREP
Technician with Jefferson County Soil and Water Conservation District**

Application opening Date: July 16, 2018
Application closing Date: July 28, 2018 @ 11:59pm
Where: Redmond USDA Service center
625 SE Salmon Avenue #6
Redmond, OR 97756

Point of Contact: Andrew Neary – Andrew.neary@or.nacdn.net

Salary and Benefits: Dual position = 1 FTE \$40,950-\$48,750/year, depending on qualifications and funding available
Excellent benefits including full medical, dental, vision, PERS, life insurance

Start Date: Approximately August 10, 2019
Location: Office located at Redmond, Oregon but position covers all of Jefferson, Crook and Deschutes Counties.

MIDDLE DESCHUTES WATERSHED COORDINATOR (.6 FTE):

The Middle Deschutes Watershed Council is a community-based organization, authorized by state legislation to assess watershed conditions and implement locally agreed upon solutions for watershed restoration. The Council is overseen by a diverse board representing a range of local interests. The Council is primarily funded through grant dollars and grant writing ability will be crucial to the position. The Coordinator provides assistance and education to landowners regarding natural resource management issues on their land. The position includes design, permitting, construction oversight and reporting on a wide variety of upland and riparian restoration projects.

SCOPE OF RESPONSIBILITIES:

The Watershed Coordinator responsibilities include, but are not limited to:

- Program development
- Restoration project planning and implementation
- Assisting the SWCD in providing Technical Assistance
- Preparing grant applications and other funding proposals to promote and enhance the Council's programs
- Provide leadership in planning and implementing the Council's Education and Outreach programs, including local school projects, newsletters and annual reports
- Collect and analyze data for effectiveness monitoring for water quality projects both for the Council and partner agencies.
- Assist the Council in annual and long-range planning efforts
- Maintain established partnerships with agencies and organizations

- Monitor grant activities and submit all grant reports in a timely fashion
- Keep and maintain Council records including policies, minutes, resolutions and schedule of assets
- Assist the Council in the annual budget process
- Develop, monitor and maintain contracts with vendors, contractors and service providers in accordance with Oregon Law
- Represent the Watershed Council at various meetings and functions.
- Supervise, train and work closely with the program assistant/education coordinator
- Assist with development, planning and execution of environmental education events and outreach events
- Other duties outlined in the Action Plan and as assigned by the Council Directors

CREP TECHNICIAN (Conservation Reserve Enhancement Program) (.4 FTE)

SCOPE OF RESPONSIBILITIES:

The CREP/Conservation Planner will provide conservation practice implementation under the Conservation Reserve Enhancement Program. The CREP/Conservation Planner will work cooperatively with the Jefferson Soil and Water Conservation District, other local Conservation Districts (specifically Jefferson SWCD, Deschutes SWCD and Crook SWCD), the Oregon USDA-Natural Resources Conservation Service (NRCS) and the Farm Service Agency (FSA) to identify, organize, and coordinate implementation of riparian habitat restoration projects in Crook, Deschutes and Jefferson Counties, Oregon.

- Assists SWCD, NRCS, and FSA in identifying and approaching farms to be enrolled in the Conservation Reserve Enhancement Program.
- Develops contracts with farmers for cost sharing.
- Track conservation practices and operations and maintenance agreements through field visits during and after practice installation.
- Coordinates activities with the Farm Service Agency, the Natural Resource Conservation Service, and other conservation organizations.
- Develops and implements CREP proposals through conservation plan development using NRCS software.
- Works with participants and Oregon Dept. of Forestry to develop planting plans for riparian buffers.
- Works with participants and their contractors to develop plans and specifications for fences, riparian planting, livestock water facilities and other needed conservation practices according to NRCS standards.
- Promotes Conservation Reserve Enhancement Program to the agricultural community; and helps the professional community understand how CREP or other characteristics of the program can be integrated into their own missions.
- Attend SWCD staff meetings as requested for updates, progress and discussion of program needs, and at least one quarterly District Employee meeting. Attend NRCS meetings as requested.
- Submit monthly written narrative of accomplishments to SWCD District Manager prior to district meeting, Submit Quarterly and annual progress worksheet/progress reports to OWEB as required by Grant Award specifications.
- Perform other duties related to the program as assigned.

Section 3: POSITION QUALIFICATIONS AND SKILLS

The minimum qualifications of the Position(s) are:

- **Education** – BA or BS in Natural Resources, Agronomy, Soil Science, Forestry, Agriculture, or a minimum of 5 years of practical experience in the above fields.
- **Work Experience** – Minimum two (2) year work experience involving:
 - Stream, wetland, riparian or upland restoration;
 - Fish habitat improvement, passage and screening;
 - Working within local, state and federal regulations applicable to watershed restoration;
 - Educational and outreach and networking.
- **Grant Writing and Grant Management skills.**
- **Computer skills** - Able to comfortably navigate software such as, Arc GIS, Microsoft Word, Excel, PowerPoint and Access

Other Skills -

- Ability to work independently
- Flexibility and adaptability in all activities and responsibilities
- Ability to take direction and to support colleagues and partner agency staff
- Ability to plan, organize and meet deadlines
- Ability to work in a variety of outdoor conditions, including rugged terrain and inclement weather
- Excellent verbal and written communications skills, including documented experience with public speaking, grant writing and technical writing
- Commitment to a collaborative, team-based work environment
- Strong, self-motivated work ethic

Section 4: SUPERVISION AND GUIDANCE

The Employee will take direction from the Watershed Council and the Jefferson County SWCD Manager as applicable. The Coordinator/CREP Technician is expected to work closely with Jefferson County SWCD and Watershed Council on common goals and will be supervised by the Jefferson County SWCD Manager.

Section 5: WORKING CONDITIONS AND PHYSICAL DEMANDS

This position is approximately 50% in office operating equipment such as a computer, fax and copier. This may require sitting and working at a desk for long periods. The position involves occasional travel to training and meetings. Travel for training and meetings may be outside of the normal workday and may require occasional evening, early morning and/or weekend work hours.

This position requires approximately 40% work in the field. This is related to meeting with Landowners, inspecting potential/on-going/completed restoration projects, assisting technical

staff on workshops, field days and other programs. This would require working around farms and ranches, rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep slippery, muddy, rocky, or other hazardous terrain. The position may involve long periods of standing, walking, or hiking.

This position requires approximately 10% engaging in activities to be determined.

This position serves as an "at will" employee of the Jefferson County SWCD. This position is a 40-hour work week, dependent upon funding from active and future grants. Working schedule will be highly varied and may include some overnight travel, early morning and evening meetings, very occasional work on weekends, and time spent out of the office with landowners, contractors, and project partners.

To perform the duties of this position, the Employee must serve as an incidental motor vehicle operator during daylight hours and after dark. The Employee is required to have a valid Oregon driver's license, valid insurance and a good driving record. The Employee will have access to a vehicle owned by the Jefferson Co. SWCD; though occasional use of the employee's own vehicle may be necessary (reimbursement is based on mileage and paid at the current state rate).

Section 6: BENEFITS

Paid legal holidays, workers compensation, unemployment insurance, vacation, sick leave, life insurance, PERS retirement contribution, and an excellent medical and vision insurance package are all included with this position.

To apply, please submit:

- ❖ Cover letter
- ❖ Resume of 3 pages or less
- ❖ At least 1 letter of reference
- ❖ Application attached to this announcement
- ❖ Transcript of University or other claimed work

Applications must be received by July 28, 2019 at 11:59pm; however, the position will remain open until filled. Interviews are scheduled to be held during the week of July 29th to August 1st.

Email or mail signed applications to:

Andrew Neary
625 SE Salmon Avenue #6
Redmond, OR 97756
andrew.neary@or.nacdnet.net



www.middledeschuteswatershedcouncil.org

Jefferson County SWCD



www.jeffswcd.org