Position Description

**Title:**
Natural Resource Planner

**Introduction**
The duties of the person in this position will be to work with private landowners, District staff, and agencies to develop and implement conservation plans and practices to protect critical areas, improve water quality, and enhance riparian conditions. The position will also implement grant activities, provide project administrative duties as needed, and conduct outreach and educational activities.

**Essential Duties & Responsibilities**
1. Develop custom resource management plans for cooperators using the cooperator’s goals, existing resources, to address known natural resource concerns.
2. Assess soil, water, plant, and other resource conditions as project requirements dictate, and conduct necessary analyses of natural resource data.
3. Independently implement natural resource restoration and enhancement projects.
4. Provide technical services, recommendations, and information to private landowners and land managers to improve natural resource conditions in a voluntary manner.
5. Communicate project activities to co-workers, granting agencies, the District Board, project partners, and the community.
6. Assist with grant writing and project funding applications, and contract negotiation and administration.
7. Enhance public awareness and knowledge of the value of healthy natural resources, and the need to maintain diverse, productive, and sustainable watersheds, as part of the District’s overall education and outreach program.
8. Coordinates report writing, including quarterly and final grant reports for assigned projects.
9. Provides general technical assistance and information as needed to the public.
10. May periodically be called upon to supervise staff and/or volunteers.
11. Assists with monthly grant reporting for project related activity.
12. Performs other duties as assigned by Program Coordinators and District Manager.

13. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Okanogan Conservation District.

**Supervision**

The incumbent of this position is under the direct supervision of the District Manager. Additional assignments are given by Program Coordinators. Conflicts in assignments will be resolved by the District Manager. The incumbent of this position may temporarily supervise other employees as assigned by the District Manager or Board of Supervisors.

**Required Knowledge & Skills**

1. Bachelor’s degree or higher with academic training and/or experience in water quality, biology, natural resource management, environmental sciences, wildlife management, agricultural sciences, soils, engineering or a related discipline.

2. Possess, or earn via district provided training, and maintain a valid Conservation Planning Apprentice, or higher, certification from the USDA Natural Resources Conservation Service. Equivalent planning certification may be considered on a case by case basis by the OCD Board of Supervisors.

3. Have or gain advanced knowledge of natural resource conditions, agricultural practices, and critical area resources in Okanogan County.

4. Knowledge of a broad range of soil and water conservation principles, techniques, and practices to apply and install conservation systems, which involve complex and diverse land uses and regulations.

5. Basic skill in using ArcGIS mapping software.

6. Must be able to effectively communicate verbally and in writing with a diversity of cooperators, co-workers, and others.

7. The incumbent must be self-motivated, able to work independently and in groups, work efficiently, honestly, and positively with individuals and in group settings.

8. Ability and desire to motivate individuals to adopt and implement resource management practices on their property.

9. Organizational, report and informational writing, and research skills are required.

10. Ability to coordinate multiple projects and timelines with flexible scheduling.

11. Computer literacy (word processing, spreadsheets, and database management) is required at an intermediate level or higher.
12. Ability to organize and plan own schedule of activities related to work goals set by the District Manager.

13. Ability to maintain accurate records regarding time-keeping and authorized expenses.

14. Ability to work closely, cooperatively, and in a non-confrontational manner with others in a public office environment.

15. Must be able to traverse uneven ground in varied weather conditions and occasionally carrying up to 50 pounds of equipment and/or materials.

16. Must have, or be able to obtain, and maintain a valid Washington State Driver’s License.

Preferred Knowledge & Skills

1. Knowledge and skill in water quality standards and criteria for watershed health, riparian restoration, and ecosystem function.

2. Knowledge and skill in riparian function and restoration processes to improve water quality and aquatic habitat.


4. Knowledge and skills in livestock management, grazing practices, irrigation practices, and riparian management.

5. Knowledge and experience using Global Positioning System (GPS) devices and hand-held tablet computers to collect point, line, and area information then downloading data to a computer system for further analysis.

6. Experience developing, writing, and administering applications and projects funded by grants.

7. Knowledge and skill in surveying and identifying soils and/or hydrologic processes.

8. Ability to effectively use a variety of tools to collect, disseminate, and record natural resource data.

9. Ability to translate between English and Spanish verbally and in writing is preferred but not required.

Compensation

This position is an exempt (FLSA) status salary position with compensation starting at $35,360 – $45,760. This position may receive leave, medical, and retirement benefits as outlined in the employee appointment letter. Terms of compensation and benefits are set by the position appointment letter and may be amended at any time by the Board of Supervisors.