

POSITION DESCRIPTION

Resource Specialist/Technician **_____ County Soil & Water Conservation District**

POSITION SUMMARY

The incumbent provides technical support to the _____ County Soil and Water Conservation District Supervisors in carrying out the District's program in conformance with the purpose of the District as defined in the Indiana District Law (IC 14-32) The incumbent must possess technical knowledge and/or work experience in agriculture, urban, and natural resources management.

PRIMARY RESPONSIBILITIES

- a. Understands the purpose, powers, programs, and responsibilities of the District.
- b. Seeks information and keeps Supervisors informed about local, state and federal regulations, laws, programs and/or activities that may impact the District.
- c. Assists in coordinating District programs with the programs and activities of personnel from NRCS, ISDA, IDNR, CES, FSA and other agencies involved in the conservation of soil, water and related natural resources.
- d. Explains planning and application of conservation practices and how they improve soil and water quality to landusers and other interested audiences.
- e. Assists District Supervisors in developing closer working relationships with local units of government as well as local, state and federal elected officials.
- f. Advises landusers about programs available to provide technical and financial assistance for applying conservation practices on their land.
- g. Assists the Natural Resources Conservation Service (NRCS), Indiana State Department of Agriculture (ISDA), Indiana Department of Natural Resources (IDNR), and other Soil and Water Conservation Districts (SWCD) personnel in survey, design, and planning of conservation practices.
- h. Assists the Indiana Department of Environmental Management (IDEM) in implementing the state's Stormwater and Sediment Control Program (*Rule 5; Rule 13; and MS4's.*)
- i. Assists in supervising installation of conservation practices by land users and contractors.
- j. Provides soils information for agricultural, residential and/or commercial development to the Jennings County Planning Department.
- k. Assists the Jennings County Highway Department with drainage issues resultant in county highway and/or roadway failures.
- l. Assists the Supervisors in planning and conducting the District's Annual Meeting.
- m. Assists the Supervisors in developing their 3-5 year business plan, annual plan of action and publishing a report on the District's mission, priority resource concerns, goals, planned actions and accomplishments.
- n. Performs other duties as requested by the District Supervisors.

POSITION REQUIREMENTS

- a. Bachelor of Science degree from an accredited university or college in physical, environmental, or earth science, and/or applicable experience in soil and water conservation technical experience.
- b. Excellent oral and written communication skills.
- c. Excellent organizational skills and ability to prioritize variable workload.
- d. Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District.
- e. Ability to use a computer for word processing, data, and financial management.
- f. Normal work hours will be 8 a.m. until 4:30 p.m. Monday through Friday. Limited attendance at night meetings or weekend activities will be necessary. The Supervisors determine policies on compensatory time as needed, in accordance with local SWCD and county guidelines and policies.
- g. Travel outside the office and the county on behalf of the District will be necessary and will be reimbursed at a rate determined by the Supervisors in accordance with county employee policies.
- h. A valid Indiana driver's license is required.

SUPERVISORY RELATIONSHIPS

- a. This position is under the direct supervision of the _____ County Soil and Water Conservation District Supervisors. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions and termination of employment are the responsibility of the Jennings County Soil and Water Conservation District Supervisors.
- b. The Supervisors will determine the incumbent's work schedule. Paid holidays, vacation leave, sick leave, leaves of absence, and employee conduct will follow the _____ County Personnel Policies Handbook.
- c. Incumbent is considered an employee of the county and is entitled to the same benefits and considerations as other county employees.

EVALUATION OF PERFORMANCE

- a. The incumbent will be subject to a 90-day probation period. Upon successful completion of the probation period, the Supervisors will provide the incumbent with a performance appraisal after the first 180 days on the job and then at least once per year after that date.
- b. Performance shall be measured against duties set forth in this job description and the manner in which they are performed (*quantity, quality of work, and timeliness*).
- c. The Supervisors may seek input from other staff in performing this appraisal, but the Supervisors have final authority on decisions relative to performance appraisals and personnel actions.
- d. It is to be understood that the _____ County Soil and Water Conservation District Supervisors have the right to review and update the job description with input from the incumbent whenever deemed necessary.

SIGNATURE OF EMPLOYEE INDICATING POSITION DESCRIPTION REVIEWED AND UNDERSTOOD

This job description was reviewed by the employee, with all listed responsibilities, requirements, and relationships being understood by the undersigned.

_____, Employee _____ (Date)

JOB DESCRIPTION REVIEWED AND APPROVED BY THE SWCD SUPERVISORS

This job description was reviewed and approved by the following SWCD Supervisors at a meeting held

on _____ (date).

_____, Supervisor _____, Supervisor

_____, Supervisor _____, Supervisor

_____, Chair