



**Pend Oreille Conservation District
Natural Resource Specialist — Employment Opportunity Announcement**

Type: Regular, benefits, FLSA non-exempt

Full-time, 40 hours per week

Note: This position is supported by and contingent upon available grant funding.

Opening Date: February 22nd, 2023

Closing Date: Open until filled

Vacancy Announcement: *Natural Resource Specialist*

Position Summary

This position will be full-time (40 hours/week) and will assist the District Manager with the implementation of various conservation programs. These include the Voluntary Stewardship Program, the Riparian Bank Stabilization and Planting Program, Air Quality Program, and other programs as they arise. This position requires a candidate who is adaptable and flexible, able to stay organized while wearing many hats.

Primary Job Responsibilities

Pend Oreille County Voluntary Stewardship Program

- Create and implement the POC VSP monitoring program.
- Perform on-the-ground surveys of Best Management Practices (BMPs) and critical areas (wetlands, fish/wildlife habitat, steep slopes, etc.) using Esri's Field Map App.
- Assist district manager with farm plan creation and implementation.
- Conduct soil health & soil fertility sampling with VSP participants.
- Oversee equipment rental program.
- Help with VSP outreach and engagement events.

Riparian Bank Stabilization and Planting Program

- Conduct water quality monitoring throughout Pend Oreille County
- Write bank stabilization engineering grant applications and assist area engineer with surveys
- Assist district manager with cataloging potential bank stabilization projects
- Support Riparian outreach and engagement events

Assisting with other programs: Air Quality Monitoring, Forestry, Aquatic Invasives, etc.

- Ability to master project planning/reporting software programs (CPDS, PRISM, EAGL, Smartsheet, etc.)
- Support district manager and other staff in grant writing/reporting
- Basic proficiency with ArcGIS Pro (creating maps, designing projects, cataloging metrics, etc.)
- Perform other duties as assigned, which may include: cleaning and basic administrative tasks (file organization, scanning, printing, etc.)

Minimum Qualifications

- BA or BS from an accredited institution, in agriculture, natural resources, or other related field with at least 1 year of field experience. An Associate's degree in a relevant field with 3 years of relevant experience may substitute for a Bachelor's Degree.
- Proficient with computers, tablets, internet browsers, Outlook suite, and Smartsheet.
- Organizational, report and informational writing and research skills.
- 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.
- Have a positive demeanor and effectively communicate verbally and in writing in English with a diversity of cooperators, co-workers, and others.
- Ability to coordinate multiple projects and timelines with flexible scheduling.
- Ability to maintain accurate records regarding time-keeping and authorized expenses.
- Ability to organize and plan own schedule of activities related to work goals set by the District Manager.
- Have, or be able to obtain, a valid Washington State driver's license.
- Ability to work weekends, evenings, and occasionally more than 40 hours in a given week.

Preferred Qualifications

- A Master's Degree in Environmental Science, Agriculture, or a related field.
- Knowledge of the Soil & Water Conservation Districts and the Voluntary Stewardship Program (VSP).
- Proficiency in using Arc GIS mapping software.
- Knowledge of eastern Washington plant communities and ecology.
- Experience developing, writing, and administering applications and projects funded by grants.
- Attention to detail and willingness to learn new skills (computer mapping techniques, soil sampling protocol, etc.)
- Patience and diligence with monotonous work routines.
- Can work independently and communicate needed support with manager.
- A functional vehicle

Physical Requirements and Working Conditions

Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction in English. The position regularly requires the ability to calculate mathematical problems and conduct field site visits in challenging terrain. In addition, this position may require the ability to lift up to 50 lbs. and perform manual labor in all weather conditions. Frequent standing, walking, bending, and lifting are required.

Duty Station

Hybrid (3 days in the office, 2 days maximum working remotely); work will be split between a home office, a headquarters office in Newport, WA and frequent field trips to project areas which involve traversing over difficult terrain.

Compensation & Benefits

\$45,000 - \$55,000 annual salary (dependent upon qualifications and experience)

Benefits

After a 60-day probationary period, the District provides a comprehensive benefits package with medical, dental and vision coverage for regular employees and eligible dependents.

- Vacation accrual begins at eight (8) hours per month and increases based on years of service.
- The District recognizes ten (10) holidays per year, which includes one (1) personal holiday.
- Sick leave accrues at eight (8) hours per month.
- The District and its employees participate in the Washington State Public Employees Retirement System (PERS).
- The District offers medical and dental insurance premiums through the Public Employee Benefits Board (PEBB) paid at a rate of 70%.
- Premiums for a single membership to the Camas Center for Community Wellness paid at a rate of 100%.

POCD is an Equal Opportunity Employer

POCD is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, sex, age, national origin, marital status, veteran status or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a disabled person. Please let us know if you need any accommodation to participate in the application process.

To Apply

Screening of applications for this position begins April 6th; the position is open until filled.

Applicants must submit the following:

- 1) An application letter that specifically demonstrates how the applicant meets the minimum and preferred qualifications for this position,
- 2) A detailed resume or CV that shows all work/volunteer experience in enough detail to demonstrate how the applicant meets qualifications, and
- 3) The names and phone numbers of three professional references.

All applications must be submitted electronically in PDF format to admin@pocd.org. Failure to submit all required materials will remove an applicant from consideration.

The projected start date for the position is March 2023

For further information, visit pocd.org/job-opportunities or contact Alex Case-Cohen, District Manager at 509-447-1155 or by email at: alexcc@pocd.org.