

Gladwin Conservation District Technical Assistant (TA) Position Opening – Hiring One Full Time Position

POSITION OBJECTIVE:

To work with the Gladwin Conservation District and assist USDA, Natural Resources Conservation Service (NRCS), for the purposes of planning, contracting and providing technical guidance to landowners for implementation of various conservation activities in Gladwin County.

This grant is a funded position for 2 years with intentions for renewal.

STATEMENT OF WORK

Conservation Districts and NRCS provide technical and financial assistance for producers and landowners that want to implement conservation activities on their land. The Conservation Technician will assist the landowners of the Gladwin Conservation District and help them to better understand, plan, manage, protect, and utilize their natural resources. The goal of this position is to provide information and technical assistance to private landowners to help implement conservation practices funded through the USDA Farm Bill. The Technician will work directly with the United States Department of Agriculture (USDA) – Natural Resources Conservation Service (NRCS) to complete this work at the Gladwin, MI USDA Service Center.

Delivery of these programs will be through multiple phases, including farm or property site visits, development of conservation plans, providing guidance with federal program signups and contracting as well as providing technical assistance to landowners and producers implementing conservation practices. The Technician's work may include practice implementation activities such as inventory and evaluation, survey, design, lay-out, construction and inspection among others. The work may also include contract administration activities such as document collection and compilation, application ranking, and contract correspondence preparation. Common conservation practices promoted to landowners include agricultural nutrient management, erosion control, cover crops, field borders, filter strips, forest management activities and streambank restoration.

RELATIONSHIPS:

The technician is supervised by and reports to the Executive Director of the Gladwin Conservation District. The technician will work closely with the NRCS District Conservationist. This position also requires direct contact with landowners and the public to help plan & implement conservation practices and develop educational programs for the organization. The technician will adhere to USDA & NRCS practice standards.

ESSENTIAL FUNCTIONS:

1. Work directly with clients to identify environmental concerns & develop conservation plans.
2. Assist clients with applying for financial assistance through USDA Farm Bill Programs, which includes application processing, site visits, contract development, application ranking, and document preparation for program selections.
3. Assist contract holders with technical guidance regarding implementation of their practices.
4. Assist the District Conservationist with monitoring progress of contract implementation, conducting contract reviews, processing contract modifications and payments, and general correspondence with contract holders.
5. Learn program rules and regulations concerning administration of applications and contracting procedures for each Farm Bill program under NRCS responsibility.
6. Must use agency specific software related to mapping, planning & contracting.
7. Maintain accurate records of customer interactions and ability to keep the records organized.
8. Maintain client confidentiality.
9. Maintain the conservation district website and online resources associated with programs.
10. Develop power point presentations, public speaking, and outreach educational programs for various audiences ranging from youth to agricultural producers.
11. Other duties may include general office assignments and other tasks requested of the Gladwin Conservation District Board of Directors.
12. Work with the District Executive Director to provide conservation services offered by the District.
13. Assist in general office management & customer service.

OTHER FUNCTIONS:

14. Assists office and other programs as needed and requested such as annual meeting, newsletter, walk in

customers, answering telephones, general office upkeep, tree, and miscellaneous sales and anything else not specifically listed yet deemed appropriate by the Gladwin Conservation District Board of Directors and Executive Director.

15. Employee will assist and promote, through public relations, District events as requested by the District Directors.
16. Assist in the preparation of District records, reports, and annual & long-range work plans.
17. Give prepared presentations to groups on soil and water conservation topics as requested.
18. Prepare news articles of local interest and about general conservation subjects including notices of upcoming events, demonstrations, and workshops.
19. Be able to obtain conservation certifications through NRCS such as “certified conservation planner”, “certified pest management plan writing”, and “nutrient plan writing”. and anything else not specifically listed yet deemed appropriate by the Gladwin Conservation District Board of Directors.

QUALIFICATIONS:

1. Education: B.S. Degree in agriculture, forestry or natural resources related degree is required.
2. Experience: One or more years of experience in natural resources, agriculture, forestry, or other conservation fieldwork is preferred. Knowledge of and experience working with agricultural producers and practices is preferred.

ABILITIES:

1. Excellent computer skills are required. Computers are a standard PC workstation and use Windows-based software.
2. Excellent organizational, management, written and verbal communication skills.
3. Exhibit social and interpersonal skills.
4. Work cooperatively with district personnel and other agencies.
5. Must be able to work efficiently outdoors in varying conditions and rough terrain; ability to lift 50 pounds.
6. Must maintain a valid driver’s license.
7. Occasional travel for trainings and meetings is required, including overnight.
8. Must be able to pass a Federal Background Security Check.
9. General knowledge, operation or maintenance of agriculture equipment preferred, but not required.

SALARY, BENEFITS, WORK HOURS, LOCATION:

This is a salary position ranging from \$38,000-\$44,000 annually. Typical work hours will be Monday - Friday, 40 hours per week. Office hours are 8:00 am – 4:30 pm. Some night and weekend work will be required. The Gladwin Conservation District is located at 1501 N. State St., Gladwin, MI 48624.

Position Starting Date: Monday, August 23rd

TO APPLY

Please submit a cover letter, resume and references to Tristan Hewitt, District Executive Director by email at tristan.hewitt@macd.org by the close of business on Monday, August 16th. Please contact Tristan Hewitt with any questions related to the position by email or by calling (989) 426-9461 ext. 3232. To obtain further information about the Gladwin Conservation District visit our website at www.gladwincd.org

Gladwin Conservation District is an equal opportunity employer and provider. All Conservation District programs and services are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap.