

POSITION DESCRIPTION

Natural Resource Specialist Knox County Soil and Water Conservation District

POSITION SUMMARY

This position performs the technical work necessary for implementing conservation programs and practices in Knox County.

PRIMARY RESPONSIBILITIES

1. Assists the Natural Resources Conservation Service (NRCS), Indiana State Department of Agriculture (ISDA), Department of Natural Resources (DNR), and other Soil and Water Conservation District (SWCD) personnel in survey, design, layout and planning of conservation practices;
2. Works with landowners to plan conservation practices that address natural resource concerns;
3. Informs landusers about programs that provide technical and financial assistance to apply conservation practices on their land;
4. Coordinates SWCD programs with the programs and activities of state, federal and County conservation agencies;
5. Supervises the installation of conservation practices by land users and contractors;
6. Provides soils information for agricultural, residential and/or commercial development;
7. Understands the purpose, powers, and responsibilities of the Soil and Water Conservation District;
8. Attends SWCD board meetings and other meetings and activities related to SWCD operations;
9. Performs other duties as requested by the District Supervisors.

POSITION REQUIREMENTS

1. Degree from an accredited university or college in physical, environmental, or earth science, or applicable technical experience in soil and water conservation;
2. Good communication skills;
3. Good organizational skills and the ability to prioritize variable workload;
4. Ability to work professionally with people from other organizations and agencies;
5. Familiarity with common computer software, and ideally familiar with GIS applications.
6. Normal work hours will be 8:30 a.m. - 4:30 p.m. Monday through Friday. Attendance at evening meetings and weekend activities will be necessary on occasion.
7. Travel outside the office and the county on behalf of the SWCD will be necessary.
8. A valid driver's license is required.

SALARY RANGE

The position has a salary range of \$45,000 - \$54,000. Starting salary is commensurate with experience.

SUPERVISORY RELATIONSHIPS

1. This position is under the supervision of the Knox County SWCD Board of Supervisors. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions, and termination of employment are the responsibility of the Knox County SWCD Board of Supervisors.
2. This person works closely with the NRCS in determining workload priorities and scheduling.
3. Paid holidays, vacation leave, sick leave, leaves of absence, and employee conduct will follow the Knox County Personnel Policies Handbook.
4. Incumbent is considered an employee of Knox County and is entitled to the same benefits and considerations as other county employees.

EVALUATION OF PERFORMANCE

1. 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.
2. 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).
3. 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.
4. The Knox County SWCD 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 KNOX COUNTY SWCD SUPERVISORS

This job description was reviewed and approved by the following Knox Co. SWCD Supervisors at a meeting held on _____ (date).

_____, Supervisor _____, Supervisor

_____, Supervisor _____, Supervisor

_____, Chair