

Position Description

Employee Name:	Job Title: Research & Monitoring Specialist
Employee Type: Regular	FTE: 1.0 (40 hours/week)
Annual Rate: G 7/8 Starting at \$41,088.00 (DOE)	Supervisor: Research & Monitoring Program Lead
FLSA Status: Non-Exempt	FLSA Exemption:
Effective Date: October 21, 2020	Date of Last Revision: February 25, 2020

Position Summary:

The Research and Monitoring Specialist’s primary purpose is to assist Program Leads, the Director and the Board of Supervisors in the development and implementation of monitoring programs that assess the effectiveness of conservation practices implemented by the District. Serving as an integral member of a team of conservation professionals working both in the field and office. The position will assist with planning, organizing, and coordinating stream, wetland, soil, habitat and other monitoring programs and projects; organizing and coordinating public events; and assisting other staff in carrying out miscellaneous grant or contract-related tasks as part of the District’s annual plan of work. The successful candidate will become a member of the District’s team of natural resource conservation professionals working together to enhance and protect natural resources within the District.

Position Qualifications:

<p>Required Qualifications: The education, experience and skills necessary to perform adequately in the position.</p>	<p>Bachelor’s degree (BS/BA) in Natural Resources, Environmental Sciences, Hydrology, Soil Science or a closely related field; <u>OR</u> a technical degree (AS/AA) and 2-years related experience. Qualifying experience may substitute year-for-year for the education requirement.</p> <p>Knowledge of soil science and watershed management with an emphasis on hydrology, stream ecology, geomorphology, water quality and wetlands.</p> <p>Good understanding of the watersheds located in the Palouse Conservation District, current land use practices and resource management issues and challenges.</p> <p>Experience with Microsoft Suite (Word, Excel, PowerPoint, etc.).</p>
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	<p>Experience with ESRI GIS programs (ArcGIS Pro, ArcGIS Online, Survey123, and ArcGIS Collector).</p> <p>Strong programming skills in R, Python or other applicable languages.</p> <p>Experience in collecting field data including water and soil samples and the use of GPS equipment.</p> <p>Ability to communicate effectively both verbally and in writing.</p> <p>Ability to travel as needed.</p> <p>Physically able to carry up to 50lbs. over steep and rough terrain in inclement weather conditions.</p> <p>Physically able and willing to assist with field collection and restoration of streams located in the District.</p> <p>Valid, unrestricted driver's license.</p>
<p>Preferred Qualifications: The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.</p>	<p>Master's degree in Natural Resources, Environmental Sciences, Hydrology, Soil Science or related field.</p> <p>Experience calibrating and running watershed models.</p> <p>Experience processing remote sensing data from Landsat and Sentinel satellites.</p> <p>Budget development and management and funding development experience.</p> <p>Strong writing skills and grant writing experience.</p> <p>Experience with statistical analysis of soil and water quality data.</p> <p>Database development and management experience.</p> <p>Knowledge of specific parametric and nonparametric tests used for water quality, soil and vegetation data.</p> <p>Experience with Smartsheet.</p>

	<p>Working knowledge of local, state, and federal conservation programs through Farm Service Agency or Natural Resources Conservation Services currently available to landowners such as EQIP, CRP, CREP, etc. and related conservation Best Management Practices (BMP's).</p> <p>Experience with natural resource education and outreach.</p> <p>Experience installing, maintaining and using water quality sensors, sondes and data loggers.</p> <p>Knowledge of watershed management, with an emphasis on streams and riparian zones.</p> <p>Highly motivated and organized.</p>
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Job Duties:

% of Time	Essential Function	Job Function	Duties
40%	Yes	Technical Assistance and Research	<p>Assist Program Lead with planning, organizing and carrying out monitoring projects and programs on private land.</p> <p>Conduct literature reviews and syntheses.</p> <p>Provide information and assistance to the general public and local landowners on natural resources, resource management practices, with particular focus on water resources.</p> <p>Maintain records and prepare written progress reports and document accomplishments.</p> <p>Write educational articles, publication of informational brochures, and district quarterly newsletters.</p>
35%	Yes	Monitoring	<p>Organize and coordinate logistics of monthly sampling programs.</p> <p>Environmental data collection, management and analysis.</p> <p>Monitor project success and associated soil, water and habitat responses.</p> <p>Coordinate and lead volunteers.</p>

			Maintain proper use of PCD equipment during monitoring, by completing necessary repairs and inventory maintenance.
10%	Yes	Grant Assistance	Perform grant research, writing, reporting, administration and management in support of the Program Lead.
10%	Yes	Education & Outreach	Provide coordination and outreach to communicate program and project activities focused on water resources to co-workers, granting agencies, PCD Board of Supervisors, project partners and the community. Enhance public awareness and knowledge of the value of healthy natural resources, and the need to maintain diverse, productive, and sustainable watersheds.
5	No	Other	Performs other related duties as required.

Knowledge, Skills, Abilities or Competencies:

Knowledge of the District's Annual and long-range plans, mission, structure, policies and procedures.

Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.

Skills in organizing and expressing ideas in oral and written communication.

Skills in evaluating procedures and modifying, if necessary.

Skill in carrying out clearly defined procedures.

Demonstrated interpersonal, written and oral communication skills.

Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.

Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.

Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.

Ability to maintain confidentiality, to the extent allowed by law.

Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Ability to instill trust and build consensus.

Ability to effectively handle multiple, complex issues in a timely manner.

Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.

Ability to understand the priorities of the organization.

Ability to work collegially and collaboratively with diverse internal and external constituencies

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

High Tolerance for Change – the ability and willingness to work in PCD’s ever-changing and fast paced environment.

Strong Team Attitude and Approach – the ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Systems Thinking – the ability to focus on how an issue being reviewed interacts with the other components of our systems.

Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.

Physical Requirements:

Specify the amount the position will be required to LIFT/CARRY frequently:	Over 50lbs.
Specify the amount the position will be required to PULL/PUSH frequently:	Over 50lbs.
Indicate the rate in which this position will be required to:	
Bend:	Frequently
Twist	Frequently
Squat	Frequently
Climb	Frequently
Kneel/Crawl	Frequently
Reach/Reach Overhead	Frequently
Finger Dexterity/Fine Manipulation	Continuously
Sit	Frequently
Drive	Frequently
Basic Life Functions:	Hear See Speak Stand Walk
Unique Vision Requirement: Indicate any unique vision requirement of the	N/A

position. (Examples: able to read and detect color coding, read fine print, etc.)	
Work Setting: Indicate the work setting the duties are performed in.	Office Environment and in the field with site visits, training, local and out of town travel. Occasional extended hours (including some Saturday's). Outdoor Environment.
Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures:	Occasionally
Fumes/Odors/Mists/Dusts:	Occasionally
Confined Areas/Spaces:	Occasionally
Extreme Sounds/Noises/Vibrations:	Occasionally
Potential Hazards Exposure	Occasionally
Other Working Conditions:	Employee is subject to both inside and outside environmental conditions. When inside the employee is protected from weather conditions. When exposed to outside work, may include exposure to extreme temperature, wet and/or humid variations. Outdoor work is labor intensive and includes hiking, wading in streams, and carrying equipment.

Equipment Utilized:

Desktop computer literacy, to include proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet, and various other software applications used within the district for operations, administration and reporting.

Basic office equipment including telephone, computer, printer, photocopier, etc.

District vehicles and trailer.

Various power tools, i.e. drills, saws, lawnmower, weed trimmer.

YSI, Hobo, Campbel Scientific and Sutron water quality monitoring equipment and data loggers

Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

ACKNOWLEDGMENT:

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Employee Name: _____
(Print Please)

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Director of PCD Signature: _____ **Date:** _____