



*Helping the people of Marion County
conserve natural resources.*

**Conservation Planner
Intermediate Level
Marion Soil and Water Conservation District
Salem, Oregon**

Marion Soil and Water Conservation District (SWCD) is currently seeking an experienced individual to work as a Conservation Planner. The position and office are in Salem, Oregon.

Position Overview

This is a full-time, at will, exempt position. The Conservation Planner will work as part of the district's technical team and will perform a variety of conservation work in both field and office environments. This position's primary focus will be to assist, promote and help educate the agricultural community in the areas of soil and water conservation with an emphasis on agricultural water quality. The Conservation Planner will assist landowners/operators in assessing natural resource conditions and in planning and implementing conservation programs or practices to help identify and resolve resource concerns. The Conservation Planner is responsible for promoting and administering financial assistance programs, monitoring landowner contacts and contracts, developing and reviewing conservation plans, developing and providing support documentation and producing general technical information for landowners, the public and partner agencies and organizations.

The Conservation Planner will have experience or a strong desire to educate landowners about implementing conservation practices to help solve natural resource concerns. The Conservation Planner will have the ability to provide conservation related technical assistance by answering questions, providing resources and information, developing conservation plans and/or providing management planning assistance, and developing, and producing landowner maps using ArcGIS.

Marion Soil and Water Conservation District is a non-profit, governmental agency that operates as a special district of Oregon. The District is run by a board of locally elected directors and receives funding primarily through a permanent tax rate. The District staff provides technical assistance and education to property owners regarding soil and water issues and other natural resource concerns on their land.

Compensation

The salary for this intermediate position will be based upon an individual's work experience, educational background, and skills. Marion SWCD also provides a generous benefits package including health, dental and life insurance plans, a flex spending plan, paid sick, vacation and holiday leave and retirement through a deferred compensation program. The Marion SWCD does not participate in the Oregon PERS retirement program.

Candidate Profile

The ideal candidate should have the following characteristics be a self-starter with a quick learning curve who can think outside of the box; demonstrates the ability to provide innovative solutions to problems; possesses an outgoing personality with an easy confident manner; and enjoys functioning in a moderately paced, yet sometimes hectic, work environment.

Minimum Qualifications

- A minimum of a bachelor's degree in a natural resource related field. This could include agricultural science, forestry, natural resources management, soils or related disciplines.
- A minimum of three years of experience working as a farm, agricultural or conservation planner or in a related or similar capacity for a natural resource agency, city, county, organization, or corporation.
- Working knowledge and/or a background with agricultural production, small farms, or agricultural crops.
- Excellent oral and written communication skills, including public speaking.
- Possess field and data management skills.
- Any equivalent combination of education and experience which provides the needed skills to fulfill the duties of the position.
- Must be a U.S. citizen or lawful permanent resident able to work in the United States.
- Must be able to operate a motor vehicle in the performance of duties. Occasional use of the employee's own vehicle may be necessary. Maintains a current Driver's License and an acceptable driving record; must have proof of current automobile insurance.

Required Skills

- Ability to work with individuals in assessing site conditions and developing conservation practices/plans related to improving agricultural water quality.
- Proficient computer skills including Office applications (Word, Outlook, Excel, PowerPoint, Teams) and online video conferencing platforms.
- Ability to work remotely and be productive with minimal supervision.
- Perform GIS mapping, analysis, reporting, and other project-related tasks using ArcGIS or ArcGIS Online
- Ability to educate and/or comfortably provide information on agriculture, conservation and natural resource topics to farmers, landowners/operators, and non-professionals.
- Familiar and/or experience with standard concepts, practices, techniques, and procedures within the agricultural industry

- Ability to work in a professional, respectful, and courteous manner with the public, clients, stakeholders, vendors, other agency counterparts and at times with difficult individuals.
- Reliable and punctual for work and for various meetings or activities.
- Ability to adapt and be flexible when work or situations change.
- Strong interpersonal skills, including a personal commitment and demonstrated ability to work with people from diverse backgrounds and perspectives in an inclusive and cooperative fashion.
- Ability to compile and analyze technical information.
- Ability to write technical information and produce appropriate support documentation.
- Able to work independently and/or as a team member and with or without direct supervision.

Desired Skills (not required)

- Ability to either speak, read, or write in Spanish or other foreign language.
- Project and/or program management
- Grant writing experience
- Strong public speaking skills with some experience creating and delivering small to large group presentations.
- Background or working knowledge in livestock production and pasture management.
- Background or working knowledge of Best Management Practices related to water quality.

Essential Job Functions Include (but are not limited to):

- Provides professional technical assistance to property owners and managers within the boundaries of the District regarding natural resource concerns. Communicates and works directly with landowners and operators through face-to-face contact, the telephone, and written correspondence or e-mail.
- Produces conservation plans for individual property owners and operators by performing on-site visits and assessments. Will be able to synthesize the principles, methods and techniques of soil conservation and related sciences including agronomy, hydrology, livestock management, biology, engineering and others as required.
- Educates the agricultural community in the areas of implementing conservation practices and management planning related to water quality.
- Conducts individual assessments and inventories, primarily on agricultural properties, to determine the impact of existing conditions on soil, water, and other natural resources.
- Plans and assists landowners in implementing and applying Best Management Practices (BMPs) to comply with state and federal rules and regulations.
- Office work consisting of computer use and writing technical support information and documentation.
- Is familiar with the Marion SWCD's local Agricultural Water Quality Management Area Plan and may accompany the Oregon Department of Agriculture staff on site visits to assist them with compliance of this plan.
- Composes grants to provide funding assistance to landowners, for SWCD projects and for Marion SWCD programs.

- Works with Oregon Department of Agriculture Agricultural Water Quality programs and outreach efforts.

Physical and Mental Requirements:

- Uses depth perception; reads 12 pt. font; speaks, reads, writes, and understands English; speaks with a clear and audible voice; hears a normal speech level; stands; sits up to ½ hour or longer; moves about the work area; lifts-up to 50 lbs.; operates a keyboard; exposure to heat and cold. All duties shall be performed in a prudent and sensible manner, following established protocols that ensure safety. Performs fieldwork which includes working in and around such locations as farms and dairies; rivers, streams and ponds or other wet areas; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain.

Application Process

Those interested in this position may apply by submitting:

- A cover letter addressing why your skills and work experience qualify you for this Conservation Planner Position
- Completed Application
- Current resume

Email is the preferred method to receive your information. This position is open until filled.

Please submit application packets to:
Meredith Hoffman, Interim District Manager

meredith.hoffman@marionswcd.net

EEO/ADA

Marion SWCD is an Equal Employment Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Marion SWCD is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication.