



## Position Description: Conservation Specialist

Version: March 2021

### Annual Salary:

Starting wage range is between \$24.25 and \$32.75 per hour, based on education, experience, and wage history. Also included is a generous benefits package.

### Office Location:

22055 S. Beaver Creek Rd., Beaver Creek, Oregon. Beaver Creek is in the Portland metro area, 6 miles southeast of Oregon City.

### Introduction:

The Clackamas Soil and Water Conservation District is a special district in the State of Oregon, organized under Oregon Revised Statute chapter 568. We are a local government with no regulatory authority. We work with local landowners and residents who choose to work with us to help conserve natural resources in Clackamas County, Oregon.

This Conservation Specialist position is focused primarily on helping to conserve natural resources associated with small farms and with rural and urban residential properties.

### Title: Conservation Specialist:

The Conservation Specialist evaluates natural resources (soil, water, animals, plants, and wildlife) on rural and urban properties. He/she provides planning and technical assistance to individual landowners for the successful development and installation of conservation practices to conserve natural resources.

The Conservation Specialist must have strong project management skills; field and data management skills; the ability to work independently and as part of a team; and the ability to clearly communicate with District staff and with project partners. The person in this position is an integral member of the District's conservation planning team. The Conservation Specialist is expected to provide superior customer service and to behave in a professional manner.



## Supervision of the Conservation Specialist

This position is supervised by the District's Conservation Planning Program Manager.

## Supervision by the Conservation Specialist

This position does not supervise other employees.

## Job Duties and Responsibilities

This position works both in the field and in the District office to:

- Develop plans to address natural resource needs such as managing water; preventing erosion; controlling sediment loss; improving habitat; improving pasture; managing manure; controlling invasive weeds; managing stormwater; and recommending appropriate fertilizer applications and the reduction of pesticide use.
- Conduct site visits with landowners to observe and record site conditions, and to capture their concerns.
- Maintain a positive working relationship with partners, customers, vendors, coworkers, Board members, and other officials by being responsive and respectful.
- Provide technical information and support to local conservation efforts by teaching workshops, meeting with community groups and organizations, and presenting information to citizens.
- Assist, from time to time, in the training and/or supervision of technicians, volunteers, interns, or contractors as needed or assigned.
- Participate in meetings with landowners or land operators and with agencies with jurisdiction over proposed activities to provide information and assist in resolving natural resource issues.
- Assist in the development of District publications.
- Act as the District liaison or representative at meetings as directed by the District Manager or by his/her designee.
- Demonstrate the ability to work independently, with flexibility and adaptability, to provide technical leadership across a variety of land uses.
- Possess education or experience in natural resources outreach, that includes working with individuals, in group settings, and/or public speaking is beneficial.
- Ability to use a personal computer for information entry and retrieval, correspondence, development of data spreadsheets, graphs, and maps, and conservation practice design is



required. Proficient with Microsoft Excel, Word, and PowerPoint. Working knowledge of ArcView and/or ArcGIS, Microsoft Access and Outlook are helpful.

- Work effectively with people having a diverse range of needs and cultural backgrounds.
- Demonstrate the ability to work within a team environment toward a common goal.
- Understand and apply knowledge of the NRCS nine-step planning process.

## Job Qualifications

The following qualifications are required:

- Bachelor's Degree in an agricultural or natural resources-based field of study AND one year of directly related conservation planning experience; OR,
- Five years of directly related conservation planning experience or any equivalent combination of experience, training and/or education.
- Proficiency using personal computer applications and programs including Microsoft Office and ESRI ArcGIS.
- Demonstrated project management skills including developing timelines, budgets, processing invoices, and communicating with clients, contractors, and partner agencies
- Excellent oral and written communication skills.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office or in the field (see "Job Conditions" below).
- Ability to operate a motor vehicle during daylight hours, after dark, and during inclement weather. To carry out these assigned duties, a valid state driver's license is required.
- Additional knowledge, skills, and abilities are desirable, including:
- Ability to utilize the District's planning tools and processes to develop conservation plans that address common resource issues. Knowledge and application of the Natural Resource Conservation Service nine-step planning process is desired.
- Satisfactory record of maintaining working knowledge of conservation practices applicable to small farms and urban/rural residential properties for the conservation of natural resources.
- Experience collecting field data and maintaining field notes.



- Demonstrated ability to install, or direct the installation of, common conservation practices to solve water quality and quantity related issues. Working knowledge of plant material including proper placement and maintenance. Demonstrated working knowledge of urban conservation practices including bioswales and rain gardens.
- Demonstrated knowledge of small-scale food production systems.
- Demonstrated knowledge of urban conservation practices (rain gardens, NatureScaping).
- Ability to participate in meetings with District staff, Board Directors, and other partnering agency staff to coordinate work and prioritize the provision of technical assistance.
- Experience complying with applicable local, state, and federal laws, providing service without discrimination according to District and USDA policies.

## Job Conditions

Work is performed in both an office environment and in the field. Office work involves significant time sitting at a computer station, keyboarding, standing at a table, and using office equipment. Physical requirements include adequate vision and sufficient manual dexterity to operate a computer; and the ability to sit for long periods, to stand, and to lift up to 40 pounds, with or without reasonable accommodation.

Field work will include working in and around such locations as rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. The ability to navigate rough terrain and to work and drive in a variety of weather conditions is essential.

This position may require work outdoors related to workshops, tours, farmers markets, feed stores, field days, demonstrations, and other District-sponsored programs and events. These events may occur during inclement weather.

Regular work hours are between 8 a.m. and 4:30 p.m., Monday through Friday. Periodic travel to meetings, events, and training is required. Some evening and weekend meetings may occasionally require overnight stays of more than two consecutive nights.

The specialist shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.



## Compensation

### Salary

The minimum salary for the Conservation Specialist position is \$24.25/hr. and is based on education, experience, and demonstrated capabilities.

Merit-based wage increases may be awarded after a six-month introductory period.

To account for inflation, wage schedules for all District positions may be adjusted in July of each year using a consumer price index for the Western US.

### Benefits

Eight hours of wellness leave, and eight hours of vacation leave are accrued each month from the first full month of employment. Time off for paid vacation becomes available to the employee after six months of employment. The District provides 90% of the cost of medical, dental, vision, and life insurance premiums for the employee and family.

The District contributes 7.5% of the employee's pay to a 457(b) tax-deferred savings plan and the employee may choose to contribute additional funds, subject to contribution limits placed on such plans by the Internal Revenue Service.

## Nondiscrimination

The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.

## To Apply:

A full position description and an application form are available at <https://conservationdistrict.org>. To apply please send a completed application, resume, and cover letter to 22055 S. Beaver Creek Road Suite 1, Beaver Creek, OR 97004 or provide it electronically to District Manager Christopher Lapp at [clapp@conservationdistrict.org](mailto:clapp@conservationdistrict.org). All application materials must be received electronically by midnight on April 16, 2021, OR postmarked by April 16, 2021, if submitting via postal mail.