

Foster Creek Conservation District

Job Description for

Resource Specialist

Nature and Purpose of Position:

The purpose of this position is to provide leadership in the coordination and implementation of various Foster Creek Conservation District programs. These programs involve natural resource related activities.

This position will be under the direction and guidance of the District Manager and will carry out the directives of the Foster Creek Conservation District Board of Supervisors.

Major Responsibilities:

- Provide objective leadership, program guidance and coordination to help resolve natural resource management issues.
- Be responsible for all assigned grant related tasks required to fulfill the District's Annual and Long-Range Plans.
- Represent and promote *the District's mission and policies* in all work related public activities, meetings, hearings and encounters with the press.
- Serve as supervisor to designated staff as assigned.

Typical Duties:

- Oversee existing and planned habitat restoration projects involving Low-Tech Process-Based Restoration, riparian planting, invasive species control, and other techniques.
- Oversee maintenance and success monitoring of previously implemented stream restoration projects.
- Plan and secure funding for future projects in accordance with an ongoing Watershed Planning Process.
- Secure permits, complete documentation and reporting, and obtain cultural resource clearance for projects.
- Maintain existing and develop new partnerships with staff from various public and private entities to generate multi-disciplinary management, implementation and monitoring plans for watershed priorities identified in the District's Annual and Long-Range Plans.
- Support and promote the ongoing Watershed Planning Process for Foster Creek and assist in its coordination, including development of agendas, selection of guest speakers, newsletter publication and distribution, and general mailings.
- Coordinate the inventory and assessment of resource issues, including data analysis, and assist with development of action plans.
- Provide technical assistance to partners and landowners and develop conservation plans using approved NRCS standards and specifications when applicable.
- Coordinate multi-agency/stakeholder committee meetings related to ongoing and future efforts to implement actions identified in resource plans and assist partner groups with implementation and monitoring.
- Work with various organizations to collaborate on projects, coordinate landowner relations, and provide technical assistance.
- Work with landowners and public agencies to complete cost-share conservation projects, including executing contracts and landowner agreements

- Supervise implementation of selected projects, including contracting for services, securing, and training volunteer work crews, supervising contractors, and maintaining work plan schedules.
- Report on findings and use data to alter practices where necessary.
- Pursue and assist in writing grants to obtain funds necessary to carry out the District's Annual and Long-Range Plans.
- Coordinate the tracking and accounting of in-kind contributions toward various grants and carry out necessary grant administration and reporting.
- Inform and educate the public about resource issues and solutions by hosting and participating in events, developing educational materials, serving as media contact and other appropriate methods.
- Other duties as assigned.

Minimum Qualifications:

- A bachelor's degree involving a major in environmental or physical science, one of the natural sciences, planning or other closely related field and two years of professional level experience. An associate degree in environmental or physical science or technology or other closely related field may be substituted for a Bachelor's Degree if the applicant has three years or more of applicable experience.
- Very strong organizational and written/verbal communication skills.
- Strong knowledge of MS Office applications (Word, Excel are essential). Basic competency with GIS software is preferred.
- Must have demonstrated ability in handling multiple projects and the capability of working with diverse individuals and small groups.
- Experience working with conservation districts is also beneficial.
- Must be able to work in remote and rugged locations under a variety of weather conditions, traverse difficult upland and instream terrain, and carry field equipment necessary to complete required job tasks.
- Must be willing to obtain a Washington State Pesticide Applicators License
- Must have a valid driver's license.
- Experience working with agricultural producers and/or rural landowners is beneficial.

Salary and schedule:

This position is a full-time, non-exempt position with compensation starting at \$25 per hour to \$28.30 per hour based on experience and/or qualifications. Benefits include access to state insurance with company paid contributions, accrued paid sick leave, annual leave, 12 paid public holidays and retirement contributions after one year of service. Terms of compensation and benefits are set by position appointment letter and may be amended at any time by the Board of Supervisors. Position may require some work on Saturdays or after regularly scheduled work hours.

To Apply:

- Submit cover letter and resume with at least three (3) references to Becca Hebron via email at: rhebron@fostercreekcd.org
- This position is open until filled. The first review of applicants will be June 6, 2024. Position will remain open until filled.
- Foster Creek CD is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.