



# G L E N N C O U N T Y

## R E S O U R C E C O N S E R V A T I O N D I S T R I C T

The Glenn County Resource Conservation District (RCD) is seeking a **Conservation Planner** who cares about natural resource management and community-led conservation. If you are someone who enjoys bringing projects to life in a fast-paced environment and appreciates a balance of working both independently and collaboratively to meet deadlines, we'd like to hear from you.

### WHAT YOU'LL GIVE:

- Work directly with agricultural producers and landowners to develop comprehensive Conservation Activity Plans (CAPs) and implement management practices that enhance soil health, reduce greenhouse gas emissions, and preserve our precious natural ecosystems.
- Meet with farmers and ranchers to conduct resource inventory and/or field mapping for conservation plans and practice implementation. This includes GPS mapping, field soil sampling, irrigation record monitoring, site evaluation, promoting climate-smart agriculture principles, and management practices that improve all natural resources.
- Act as an advocate to promote our work, address resource concerns, pursue opportunities, and communicate with a variety of stakeholders.

### WHAT YOU'LL GET:

1. Compensation starting at \$28/hr up to \$38/hr depending on qualifications and experience or as grant agreement funding allows.
2. Benefits include paid holiday and sick days upon hire for full-time employees (13 paid holiday days per year, 10 sick days per year, 5 vacation days (year 1), 13 vacation days (years 2-3) and so forth).
3. Current policy provides a \$400 per month Health and Welfare Benefits stipend for qualified, full-time employees (must have and maintain personal health insurance and provide verification of coverage when requested).
4. Pending policy provides a Retirement option.
5. \$50 per month optional Wireless Device Usage stipend.
6. Other leaves, such as bereavement or statutorily protected leaves provided in accordance with US and CA laws.

### MINIMUM QUALIFICATIONS:

1. A desire to improve natural resources to enhance agriculture and the environment for long-term sustainability.
2. Assist with all parts of the planning and implementation process, including but not limited to, creating CAPs and coordination with technical support.
3. Represent the RCD, its partners, and funders, in a positive and professional manner.
4. Actively participate in conservation planning training, climate-smart agriculture practice training, and forest resiliency training, as well as other necessary training opportunities to become a Certified Conservation Planner (if not already).
5. Strong proficiency in Microsoft Office, particularly Word, Excel, and PowerPoint, is required, alongside a strong sense of responsibility, punctuality, and self-direction.

6. Ability to work flex hours occasionally to accommodate weekend and evening meetings and events including attendance at our annual 4-day conference.
7. Possess a valid CA driver's license and have current proof of insurance.
8. Ability to lift up to 40 pounds.

#### **IDEAL QUALIFICATIONS:**

1. Bachelor's degree is preferred in a field of study related to agriculture production, natural resource management, or a related field that prepares you to meet essential job functions.
2. Certification as a Technical Service Provider (TSP) or Certified Conservation Planner in Carbon Farm Planning, Soil Health, Nutrient Management, Wildlife and Pollinator Habitat, Grazing Planning, or Conservation Planning.
3. Ability to conduct thorough assessments of soil, water, animals, air, plants, and energy resources, emphasizing greenhouse gas mitigation and sustainable land management.
4. Grant writing and management experience.
5. Experience with data analysis and statistical software.
6. Experience with GIS or other intensive mapping software.
7. Proficiency in the National Resource Conservation Service (NRCS) 9-step planning process.
8. Ability to navigate federal and state agencies to identify conservation funding opportunities.
9. Desire to pursue a long-term rewarding career with the Glenn County RCD!

#### **HOW TO APPLY:**

If you are willing to work shoulder to shoulder with farmers and ranchers to improve upon natural resource concerns, address challenges on the horizon, and is eager to make a meaningful impact, then we invite you to apply. Complete and send via mail or email: a cover letter (**must** include the desired # of hours per week), resume, and 3 work references to Kandi Manhart-Belding, Executive Officer.

#### **Mailing Address:**

Glenn County Resource Conservation District  
Attn: Kandi Manhart-Belding, Executive Officer  
132 North Enright Avenue, Suite C  
Willows, CA 95988

**Email:** [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org)

### **APPLICATIONS MUST BE RECEIVED in the Glenn County RCD office by May 31, 2024.**

*The selection process may consist of but is not limited to an evaluation of the applicant's qualifications and one or more interviews. Special writing assignments, computer skill tests, mock grant applications or something similar may be included as part of the interview process. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the Glenn County RCD. A successful candidate who receives a conditional job offer may be subject to a standard background check for disqualifying criminal convictions.*

*The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, ethnicity, age, physical, mental, or cognitive disability, pregnancy or childbirth, reproductive health decisions, sex, marital or domestic partner status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, military service or veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.*

*The Glenn County RCD evaluates requests for reasonable accommodations in both the pre-employment process and to perform the essential functions of the job. Applicants who require a reasonable accommodation in the pre-employment process should notify the following individual and provide information on the accommodation being requested: [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org).*

\*\*\*Applicants that do not submit ALL 3 items (cover letter, resume, references) will not qualify nor advance to the next step in the process of filling the position. RCD reserves the right to not respond or review incomplete applications.\*\*\*