

Marion Soil and Water Conservation District Job Description

Job Title: Conservation Planner – Soil and Croplands

Reports to: District Manager

FLSA Status: Exempt



Introduction

The Marion Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs. The District's mission is to protect, conserve, and improve the quality of soil and water in Marion County through planning, technical assistance, and education.

Position Overview

This is a full-time, at will, exempt position, which serves as the Conservation Planner of the Marion Soil and Water Conservation District (District). The position acts on behalf of the District Manager and the Board of Directors (Board), within the authority delegated by the Board and this description and reports to the District Manager. This position does not supervise staff.

The Conservation Planner is responsible for providing conservation planning and technical assistance in the development of conservation programs and practices with a goal of providing residents with the resources they need to protect and enhance natural resources. This position has an emphasis on assisting, promoting, and educating the public in the areas of ecological conservation with a focus on soil and cropland management. The Conservation Planner builds and maintains relationships with partners, community members, and other key constituents, integrating the District's commitment to building an inclusive approach where equal opportunities and equitable outcomes exist for all.

Duties and Functions

The Conservation Planner performs job duties in accordance with all applicable state and federal laws.

Technical and Planning Assistance (50%)

- Independently provides conservation technical and planning assistance to District property owners and managers, local government, tribes, watershed councils, and the public in the development, application, and maintenance of a coordinated natural resources conservation program related to soil and cropland management.
- Performs on-site visits to build relationships and conduct evaluations. Work involves following the conservation planning process to identify resource concerns related to soil and cropland management.
- Develops/designs and implements conservation plans and conservation practices and projects inclusive of agricultural soil and cropland management.

- Engages as a member of the District's Natural Resource Technical Team. Working with staff to implement District conservation programs and activities.
- Works closely with the Livestock and Pasture Planner who leads the District's agricultural water quality program. Duties include grant writing, water sampling and analysis, outreach, tracking, and technical assistance.
- Leads the Pesticide Stewardship Partnership program including water sampling, outreach, assessment of data analysis, and technical assistance.
- Establishes and maintains positive working relationships with public and private partners by exploring areas of mutual interest related to soil and cropland management.
- Utilizes the District's Foundant Grant Lifecycle grant management software for internal grant administration.
- Utilizes the Conservation Activities Tracking System (CATS) computer program for tracking and documenting client technical and planning activities.

Education and Outreach (30%)

- Plans and conducts outreach and educational activities, related to soil and cropland management for youth and adults with the Communication and Education Specialist; giving presentations at meetings; participating in conservation demonstrations; conducting conservation field tours etc.
- Provides or facilitates the creation or delivery of natural areas education materials and through event attendance or facilitation. Participates in partner efforts to provide shared outreach campaigns and events.

Organizational Support (15%)

- Assist District staff to develop an annual work plan, business plan, annual meeting, and prepare reports.
- Provide training to District staff as needed.
- Attends and participates in staff meetings, internal and external workgroups, and teams, (as applicable to job duties), and District committee meetings as assigned.
- Conducts other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District.

Professional Development (5%)

- Upon approval, pursues professional and personal development opportunities.

Knowledge, Skills, and Abilities

- Professional, respectful, and courteous to clients and partners.
- Very strong ability to think ahead, take personal initiative, work both independently and as a team member, collaborate and coordinate with others.
- Demonstrated commitment to the principles of diversity, equity, and inclusion.
- Knowledge of soil and cropland management and the ability to apply practical knowledge of conservation practices to on-the-ground solutions. and develop monitoring techniques to track impacts and progress. Ability to acquire technical expertise as needed for specific project types.
- Knowledge of the standard concepts, practices, techniques, and procedures required

to provide effective technical conservation assistance. Ability to manage grant project budgets, applications, and reporting.

- Strong knowledge of soil mapping and soil health principles. Understanding of the natural habitats and ecology of the Willamette Valley.
- Knowledge and ability to use Microsoft Office 365, SharePoint, Microsoft Word, Excel and Outlook and other related computer programs, working with databases and internet research.
- Understands, interprets, and uses various maps, aerial photography, hydrology, and soil information in assisting residents of the District.
- Flexibility and adaptability in all activities and responsibilities.
- Performs tasks both independently and as part of a team. Very strong ability to think ahead, take personal initiative, work both independently and as a team member, collaborate and coordinate with others. Ability to take direction and to support colleagues and district staff.

Qualifications

- Typically requires a bachelor's degree in natural resources and applied knowledge of specialized program practices. Minimum of an associate degree in an education or natural resources field or applied experience of at least:
 - Three (3) years in a program area, inclusive of unpaid work, OR
 - Three (3) years progressive responsibility working in a natural resource agency, city, county, organization, or corporation.
- Excellent customer service abilities and commitment are required.
- Excellent skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities, meet deadlines, and problem solving are required.
- Excellent communication skills both verbal and in writing, grammar, and people skills.

Job Conditions

- This position works both in the field and in the office, located in Stayton, OR operating office equipment such as a computer or copier; telecommuting options are available to discuss.
- Fieldwork will include working in and around such locations as agricultural fields, livestock, and pastures, rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain.
- Position may require standing for extended periods of time, as well as stooping, squatting, bending, kneeling, etc.
- Work is typically performed under reasonably good working conditions; while exposure to any pesticides, chemicals, dust, fumes, dirt, noise, heat, vibration, cold and water may occur. Personal Protection Equipment is provided.
- This position will often work independently. Work hours may include occasional evening and weekend hours and travel for meetings, conferences, workshops, and training sessions.
- To perform the duties of this position, the Conservation Planner must serve as

incidental motor vehicle operator during daylight hours and after dark. To carry out these assigned duties, a valid Oregon driver's license is required.

- This position shall perform all duties in a prudent and sensible manner.

Marion Soil & Water Conservation District is an equal opportunity employer.

Salary Range: Per Marion SWCD Salary Administration Plan, Range 5, and Range 6.

- Created by the District Manager – March 2004 (formerly known as Resource Conservationist)
- Approved by the Board – March 2004
- Revised by the District Manager – January 2023
- Revisions approved by the Board – March 2023