

## **Job Description**

### **Title: 319 Watershed Coordinator**

**Introduction:** This position is grant funded and provides financial and technical assistance to all landowners and operators (producers) in and around Morton County on behalf of the Morton County Soil Conservation District.

**Overview of Duties:** In cooperation with various federal, state and local agencies you assess the need for conservation work within the county and recommend actions/programs to meet those needs. Identifying funding sources and grant writing are critical components of this position.

### **Main Duties**

1. Administer an EPA 319 grant goaled at reducing Nonpoint Source Pollution in a specific watershed.
2. Pursue funding from alternative sources (i.e. Outdoor Heritage Fund) to potentially provide in-kind match for EPA 319 funds and/or to meet the conservation needs of the county.
3. Become familiar with practices that can be applied on a landscape to address conservation needs.
4. Collect samples (soil, water, forage) and perform biological assessments.
5. Contact, develop, and maintain relations with producers in the project area(s) to provide conservation planning assistance and financial assistance for recommended practices that will treat a resource concern. These resource concerns typically relate to soil, water, air, plants, and animals.
6. Coordinate informational/educational (I/E) events to increase the knowledge/awareness of conservation practices and/or cost-share programs. Target audiences include producers, schools, and other agencies.

### **Other Duties**

1. Maintain detailed records of contacts with producers.
2. Develop contracts for producers in accordance with established guidelines and assist producers during the implementation phase of their contracts (i.e. answer questions relating to a practice).
3. Evaluate effectiveness of existing or new practices through follow-up.
4. Publicize water quality and conservation through various media (i.e. quarterly newsletter, radio ads, I/E events).
5. Prepare monthly reports for the District Board that may include day-to-day activities, trends in conservation work and producer contract updates.
6. Operate equipment safely and for authorized purposes (i.e. Tractor, UTV).
7. Submit any necessary grant applications, reports, reimbursement requests and like forms in a timely manner to the proper individuals, such as the ND Dept. of Environmental Quality - Water Quality Division.
8. Conduct informal meetings.
9. Coordinate with landowners as they request the District's rental equipment (i.e. Manure Spreader, Drill).
10. Keep up to date on federal, state, and local laws that affect conservation work within the county.
11. Develop and maintain relations with natural resource agencies operating within the county (i.e. Water Resource Board, ND Game and Fish, ND Natural Resources Trust).
12. Assist the District with tree planting and weed barrier fabric application as needed; this may require lifting objects more than 40 lbs.
13. Assist NRCS with any field or office work, as requested.
14. Perform other duties, as requested, by the Morton County SCD Board of Supervisors.

**Other Requirements:** Valid driver's license and clean driving record. Relevant college degree preferred (Natural Resources Management, Agricultural, Biological Sciences etc.) but not mandatory.

**Supervision:** This position is the direct responsibility of the board of supervisors. However, other district employees or the NRCS District Conservationist in the office may be designated to be directly responsible for the day-to-day duties of this position.

**Performance Review:** Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board.

**Wages:** \$16+ Dependent on Experience

**Benefits:** Paid annual leave, paid sick leave, paid federal holidays, and paid single plan health insurance are offered at the time of employment. Retirement will be offered after the 3-month probationary period.

**Application Deadline:** The Morton County SCD will take applications until October 30<sup>th</sup>, 2020 or until the position is filled. Please send your cover letter and resume to [Valerie.Frohlich@usda.gov](mailto:Valerie.Frohlich@usda.gov)