

JOB DESCRIPTION

Job Title:

Clay County SWCD Conservation Technical Aid – **TEMPORARY POSITION \$10/hr.**

Major Duties:

- Provide technical assistance to all current CRP contract holders through the CRP Status Review requirements. Complete status reviews with written documentation provided to FSA and the producer on the NRCS-LTP-13 form.
- Assist in field support for application of practice by providing field support in staking, surveying and assisting with restoration/enhancement activities that are supported by the NRCS Field Office Technical Guide (FOTG) for all applications.
- Provide technical support and assistance to landowners for all IDALS and WQI practices such as, REAP Windbreaks, No-Till, and Cover Crops. Complete applications for approval by SWCD District Commissioners.
- Will contact the media and perform and interview and/or news release to inform of funding sources and outreach events, ex: Clay County Fair Photo Contest, to help promote support for IDALS and the Clay County Soil and Water Conservation District.
- Update Clay County NRCS case files as deemed necessary.
- Monthly reports to the Clay County Soil & Water Conservation District will be provided by the employee to inform the District of work products performed, acres of CRP enrolled, Status Reviews performed, producer contacts.
- All progress will be reported into Toolkit as a measure to ensure that all CRP Support Activities for the position are available to evaluate accomplishments.
- Work will be performed on NRCS computers. Computer policy on Internet use will be limited to work related needs; no personal use of the Internet is acceptable.
- Responsible for proper maintenance and cleanliness of NRCS vehicles each time the vehicle is used. Safety must be practiced and vehicle inefficiencies need to be reported to the District Conservationist so that repairs can be made.
- Must be 18 years of age and have a valid driver's license.
- Ability to write clearly.
- Basic computer skills. Need to have the ability to use Microsoft Word and Excel.
- Knowledge of trees, plants, grasses, soils, weed control, and nutrient needs of the vegetative components under the Continuous CRP Program is a plus.

Send resumes to Colleen Schwanz, colleen.schwanz@ia.nacdnet.net, or mail to Clay Co. SWCD, 306 11th Street SW Plaza, Spencer, IA 51301.