



Position Opening Announcement

Clear Creek Watershed Coalition Project Coordinator

Announcement Date: February 3rd, 2017

Application Closing Date: March 1st, 2017

Anticipated Date of Hire: April 1st, 2017

Position Summary:

Johnson County Soil and Water Conservation District (JCSWCD), in partnership with the Iowa County Soil and Water Conservation District and the Clear Creek Watershed Coalition (CCWC), seek a self-motivated, experienced Watershed Project Coordinator to oversee development and execute implementation of the Clear Creek watershed management plan. The project coordinator will serve as the primary contact for the Iowa Watershed Approach (IWA) administered by Johnson County. The primary objectives of the project are flood mitigation and improved water quality within the Clear Creek Watershed. Additionally, the plan will address areas of environmental concern that include but are not limited to nutrient loading, sedimentation, and other hydrologic, soil conservation and water quality issues in the Clear Creek Watershed. The ideal candidate will have experience in watershed planning and/or project management, implementation of associated conservation practices, an ability to interpret scientific concepts clearly and proficiently, coordinate educational outreach programs, and a demonstrated capacity to work with diverse stakeholder groups, including CCWC Board, local public officials, NGO's, landowners, farmers, businesses, and the general public.

Knowledge of:

- Local, state and federal regulations, laws, programs, and issues pertaining to urban and agricultural landscapes related to soil and water conservation
- Ecosystem and watershed concepts, water resource issues, flood mitigation programs and strategies, watershed management, and assessment
- Technical review and understanding of urban and agriculture practice implementation and management
- Conservation land use planning, and habitat restoration implementation and management
- Volunteer management, and community engagement, and environmental education and/or outreach.
- Geographic Information Systems (GIS) and Global Positioning Systems (GPS)
- English language to include grammar, sentence structure, spelling, punctuation, and proofreading skills

Ability to:

Johnson County SWCD does not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity, familial status, physical or mental disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental disability, or familial status.

- Communicate clearly and effectively with a broad range of individuals
- Represent JCSWCD/project partners, and perform duties in a professional, responsible and trustworthy manner
- Organize multiple responsibilities and prioritize competing priorities
- Establish and maintain effective working relationships with watershed stakeholders, local units of government, elected officials, other organizations, agencies and members of the public
- Organize and present facts, ideas and opinions clearly and concisely, orally and in writing
- Follow oral and written instructions
- Operate common office equipment such as computers, calculators, fax and postage machines, photocopiers, and multi-line telephones
- Use a computer for the purposes of data entry, word processing, spreadsheets, presentations, email and Internet
- Handle low to moderate levels of stress, meet deadlines and solve problems appropriate to the position
- Have clarity of speech and hearing which permits effective communication
- Have sufficient personal mobility to complete work at various locations
- Work evenings and weekends as needed

SPECIFIC DUTIES: to be performed satisfactorily with or without reasonable accommodation

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required as assigned.

- Manage the implementation of flood resiliency conservation projects, associated conservation planning, information and education outreach programs. Coordinate related activities essential to the IWA, the CCWC and their partners.
- Research, plan, and implement an information and education outreach program to raise awareness about the IWA program, encourage participation in the planning process and the implementation of practices.
- Conduct surface water quality monitoring.
- Work one-on-one with producers and other decision makers to facilitate adoption and implementation of best management practices and practices identified in the watershed management plan designed to increase flood resilience.
- Help landowners navigate the process of signing up for cost-share assistance through the IWA program.
- Perform professional and technical duties to advance the goals of the watershed management plan.
- Evaluate project activities on an ongoing basis.
- Work with local partners and stakeholders to prioritize current and future project activities.
- Identify resource needs and innovative solutions.
- Evaluate progress toward meeting project goals and implementation of solutions by utilizing monitoring and measurement techniques.
- Assist the CCWC in identifying other potential flood reduction and water quality programs and assisting in applying for funds through those programs.
- Oversee efforts to collaborate with appropriate agencies, groups, and individuals that can affect the success of the project.

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- Work closely with project advisors and consultants to plan and lead group meetings as well as one-on-one meetings with project sponsors, CCWC members, local cooperators, and various stakeholders.
- Serve as point of contact for IWA program partners contractors and consultants hired to work on different aspects of the program.
- Provide administrative support and manage the project to maintain quality control and maximize involvement of local advisors, CCWC members and staff of program partners.
- Work with project advisory groups and CCWC members to complete annual plans of operations and budgets for the project.
- Assist with completing and submitting all required financial and progress reporting documents in accordance with IEDA and HUD contract deadlines.
- Attend work related meetings, trainings and conferences as required.
- Perform all work duties and activities in accordance with JCSWCD policies, procedures and safety practices.
- Attend work regularly at the designated time and place. The employee will be housed at the Johnson County Soil and Water Conservation District in Iowa City, IA, and occasionally at the Iowa County Soil and Water Conservation District, in Williamsburg, IA.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in agriculture, natural resources, environmental science, urban or environmental planning, or related major AND six (6) months experience with watershed management OR any equivalent combination of education and experience which provide the required knowledge, skills and abilities.

Compensation and benefits:

- Starting Salary: \$42,500-55,000
- Paid vacation, accrued sick leave and paid holidays
- IPERS: Iowa Public Employment Retirement System
- Flexible work schedule
- Reimbursement for mileage and travel expenses
- Annual training budget

Special Requirements: Valid driver's license. May also require use of personal vehicle for official business.

Application Process:

- To apply, please submit each of the following **via email or mail** to Johnson County Soil and Water Conservation District, Attention: Chairperson
 - **Cover Letter**
 - **Resume**
 - **Preferred Salary**
 - **Writing Sample**
 - **Three professional references**
- The writing sample should be from a newsletter, press release or other outreach piece, or a technical report on relevant environmental issues.
- Submit all application materials together no later than March 1st, 2017 to:
JCSWCD Chairperson
jocoswcd@gmail.com
51 Escort Lane
Iowa City, IA 52240

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