



GRUNDY COUNTY SOIL & WATER CONSERVATION DISTRICT

805 WEST FOURTH ST, STE 2
GRUNDY CENTER, IA 50638-1069

PH: (319) 824-3634
FAX: (866) 255-6697

Applications are now being accepted for a part-time, temporary Conservation Aide position with the Grundy County Soil and Water Conservation District in Grundy Center, Iowa.

Position Title: District Conservation Aide

Employment Term: Temporary, part-time employment with flexible hours 8:00 am to 4:30 pm, working no more than 8 hours per day and 15-20 hours per week. Position ends when funding is exhausted and no later than September 30, 2018. Possible extension depending on funds available.

Education/Qualifications: Must be a High School graduate and able to drive with a valid driver's license. Experience or education related to agriculture, environmental science, or natural resources conservation is beneficial. Must be organized, detail oriented and have good computer and communication skills. Successful candidate will need to undergo a background investigation and fingerprint check.

Opening Date: Nov. 20, 2017 **Closing Date:** Dec. 8, 2017

Wage: \$11.00/hour

Description of Duties:

Assist field office staff and Soil and Water Conservation Board with conservation planning, design, and layout of conservation practices:

- Take applications for state cost share programs and forward info to state conservation assistant.
- Make contacts with landowners that have expressed interest in re-enrolling land in the Conservation Reserve Program (CRP). Develop plan maps and contract documents with these individuals to meet program requirements.
- Data entry of conservation plans in Toolkit.
- Field check and document CRP status reviews.
- Prepare materials to promote conservation for mailing to individuals.
- Conservation planning support.
- Work on mid-contract management with landowners.
- Prepare and mail determination compliance letters.

Other duties may be required and assigned as deemed appropriate by the Soil and Water Conservation District Commissioners and Natural Resources Conservation Service (NRCS) staff. An annual job performance review will be done with NRCS staff and the Grundy SWCD Board.



GRUNDY COUNTY SOIL & WATER CONSERVATION DISTRICT

805 WEST FOURTH ST, STE 2
GRUNDY CENTER, IA 50638-1069

PH: (319) 824-3634
FAX: (866) 255-6697

Skills & Abilities:

The employee must be able to create and maintain positive relationships with the public and project partners, communicate effectively both orally and in writing, work independently, be organized, detail oriented and complete work in a timely manner. The employee must be able to use a computer for the purposes of word processing, spreadsheets, presentations, email, and internet. Job will occasionally require walking through rough terrain and working outside in all weather conditions.

How to Apply: Please submit a resume and cover letter to the Grundy SWCD at the address below. These may be submitted in person, by mail, or e-mail to the address below by 4:30 pm on Dec. 8, 2017. Applicant must be available for interview at the Grundy SWCD office.

Denise Freeseaman
Conservation Assistant
denise.freeseaman@ia.nacdnet.net
805 W. 4th St., Ste. 2
Grundy Center, IA 50638
(319) 824-3634 Ext. 3