

MONONA COUNTY SOIL AND WATER CONSERVATION DISTRICT

211 Iowa Ave, Onawa, Iowa 51040

Phone 712-423-2624 ext. 3 FAX 1-855-246-1549

Commissioners: James Alexander T. Eric Brown Dean Lord Steve Smith Marvin Sonksen Jennifer A. Davis, Sec'y

Vacancy Announcement

Position Title: NATURAL RESOURCES AID SUMMER INTERN

Location: ONAWA, IA

Contact: JENNIFER A. DAVIS
MONONA SWCD
211 IOWA AVE
ONAWA IA 51040
(712) 423-2624 EXT. 3

Job Description: This position involves providing technical assistance to landowner and operators of the county as it relates to the Conservation Reserve Program (CRP) and the Environmental Quality Incentives Program (EQIP). Incumbent works in the office and in the field on the promotion, documentation, contracting, installation and maintenance of the conservation practices of both CRP & EQIP. Assists other staff with surveys and layout of conservation practices and performs status reviews and follow up with landowners. Other requirements will also include writing news articles promoting state and federal programs as well as field days.

The successful candidate will assist with engineering surveys, designs, seeding plans and practice checkout for the various conservation practices. These practices include grassed waterways, terraces, water and sediment control basins, windbreaks, filter strips, wetland restoration and others. One-on-one assistance will be provided to landowners to ensure that procedures are followed to receive cost share funds and that the practice construction meets specified standards.

Required Education: At least 1 year of college is required.

Wage: \$10.00 per hour

Job Qualifications and Experience: Meet educational requirement and provide evidence of ability to assist with fieldwork. A valid driver's license is also required. Able to work in various weather conditions. Interested in conservation wildlife and/or agronomy

Hours: Variable, approximately 40 hours per week.

Duration of position: Until funds are exhausted. Number of openings: 1

Opens: March 1, 2017 Closes: April 3, 2017

Method of application: Submit resume and application to the contact person above by April 3, 2017.

The MONONA SWCD is an equal opportunity employer and provider.

All programs and services of the Monona County Soil and Water Conservation District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, age, marital status, or disability.

Exhibit 3.2 – Employment Application

Employment Application					
Name (last, first, Middle)		Sex: M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth (mo/d/yr)		
Address (Street, City, State, Zip Code)			Phone	Date of Application	
U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Visa (If not a U.S. Citizen)		Position Desired		Salary Desired
Have you been previously employed by the District? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?			List any relatives not officially associated with the District		
Indicate areas you are willing to work <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer			Indicate the following (words per minute) Typing Speed _____ Keyboard Speed _____		
Education and Training (include high school, GED, trade and vocational schools, undergraduate and graduate degrees)					
Name and Type of School	Address		Major	Minor	Dates Attended or Date Degree was Received
List special skills, qualifications or accomplishments related to the position you are applying for (include skills with computers, other machinery, public speaking, and writing, patents, publications, and etc)					
List professional society memberships, groups and organizations involved with					
List current licenses and certificates (include issuing state and expiration date)					
List groups and organizations you are involved with					
Do you have a valid state driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, has your license ever been suspended or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please explain	
Give the number of moving traffic violations you have had over the past three (3) years _____			Give the number of traffic accidents you have had in the past three (3) years _____		
Have you ever been convicted of a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Are you currently out on bail or on your own recognizance pending trial? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Have you ever been convicted of driving under the influence of alcohol or drugs? Yes <input type="checkbox"/> No <input type="checkbox"/>					
(If your answer is yes to any of these questions please explain on a separate sheet of paper reporting all cases and dates except minor traffic violations, sealed or juvenile convictions)					
List three (3) people for references who are not related to you and who will not be recorded as supervisors under the work experience sections					
Full name and title		Phone (include area code)		Address (Street, City, State, Zip Code)	

Employment Application – Page 2

Previous Work Experience (please list the most recent experience first and include U.S. Military Service)

A

Name of Employer		Phone	Job Title
Address (Street, City, State, Zip Code)			Supervisors Name and Title
Describe Work Performed			
Date Started	Date Ended	Wage Rate	Reason for Leaving

B

Name of Employer		Phone	Job Title
Address (Street, City, State, Zip Code)			Supervisors Name and Title
Describe Work Performed			
Date Started	Date Ended	Wage Rate	Reason for Leaving

C

Name of Employer		Phone	Job Title
Address (Street, City, State, Zip Code)			Supervisors Name and Title
Describe Work Performed			
Date Started	Date Ended	Wage Rate	Reason for Leaving

D

Name of Employer		Phone	Job Title
Address (Street, City, State, Zip Code)			Supervisors Name and Title
Describe Work Performed			
Date Started	Date Ended	Wage Rate	Reason for Leaving

I certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the knowledge that any false or misleading statement or omission of material fact MAY BE SUFFICIENT CAUSE FOR DISMISSAL. I authorize the District to verify any of the information I have submitted in this application.

Signature