**POLK DISTRICT WATER QUALITY INITIATIVE COORDINATOR**

The employee will manage and coordinate the activities of the Polk Soil and Water Conservation District (SWCD) as needed to complete work elements required by various funding sources. These activities are in partnership with the Iowa Department of Agriculture & Land Stewardship's Division of Soil Conservation and Water Quality and the Natural Resources Conservation Service. Other partners/funding sources may be recruited to support common goals.

Duties will be performed during normal weekday business hours. Some evening and weekend work is required. This is a project position with potential to renew the project agreement, and the employee will serve “at will”.

**Duties Performed**

* Manages and coordinates the implementation of the WQI grant and other associated funds. This includes administering, maintaining quality control, developing effective lines of communication and involving many partners in the watershed management authority and at the federal, state, and local levels.
* Conducts routine field surveys and site investigations.
* Works one on one with landowners, farmers and other decision makers to facilitate the adoption of best management practices.
* Provides technical assistance to landowners in site analysis, planning, and design.
* Has knowledge of and implements innovative and traditional water quality and soil conservation practices.
* Implements best management practices identified within in the grant funding and in the watershed management plans.
* Project administration including cost share management, activity report preparation, documentation of environmental benefits, and tracking of project implementation. Presents annual reports to the public and sponsoring agencies.
* Coordinates and assists with public education and outreach events to promote awareness of the district’s activities and installation of practices as outlined in project work elements:
  + Use social media for outreach…website, Facebook, etc.
  + Create and distribute flyers, newsletters, and articles
  + Hold public workshops and field days
* Researches, plans and conducts information and education programs to raise awareness and encourage implementation of practices.  Prepares newsletters, brochures, correspondence, news releases, field demonstrations, workshops and recognition programs for active participants.
* Attends training sessions, seminars, and professional meetings.
* Works directly with other agencies and stakeholders.
* Actively seeks funding opportunities and assists in writing and submitting funding proposals and applications.
* Evaluates past accomplishments and prioritizes future project activities involving watershed management authorities, commissioners, and other community and agency partners.

**Minimum Requirements**

* Graduation from an accredited college or university with a Bachelor’s Degree in natural science and should possess a minimum of eighteen (18) semester hours of education and six (6) months of experience, or a combination of both, in any of the following areas: biological sciences, ecology, environmental science, geographical information systems, geology, hydrology, meteorology, nutrient management, regional planning, soil conservation, or water resources.
* Understanding of state, federal and local environmental laws, rules and regulations and their application, including but not limited to Code of Iowa Title V Agriculture, Subtitle 1 (Agriculture and Conservation of Agricultural Resources) and Title XI Natural Resources, Subtitle 2 (Lands and Waters); and the USDA Natural Resources Conservation Service and the Iowa Stormwater Management Manual Standards and Specifications.
* High level of initiative, effort, attention to detail and commitment displaying ability to complete assignments efficiently with minimal supervision.
* Awareness of basic water quality and flood risk issues in rural and urban areas including, but not limited to, stormwater management, soils and their capabilities, wetlands, streams and aquatic and biologic resources.
* Knowledge of various methods of financing local and regional environmental projects and ability to develop grant proposals for submission to various funding sources.
* Ability to interpret and apply policy, cooperate with supervisors and align behavior with the goals of the District.
* Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions,

make sound decisions and recommendations, and report findings and analyses, orally or in written form.

* Ability to simultaneously manage multiple projects and activities during project coordination and administration.
* Ability to complete practice designs on a computer, lay out the practice on the land, and inspect and certify the installation of a practice.
* Skills in effectively exchanging ideas and information with individuals or groups by listening and responding appropriately, both orally and in writing, displaying ability in mediation, negotiation and consensus building.
* Ability to establish and maintain effective working relations with agency staff, government officials, private sector business representatives and the general public.
* Ability to establish a baseline, monitor and show changes that occur.
* Ability to prepare monthly and quarterly reports, annual plan of operations, budget, and annual narrative report.
* Skills in operating a computer to enter, retrieve, review or modify data in computer database.
* Valid license to drive in the state of Iowa and ability to safely operate a car, pickup truck, van or SUV.

**Work Environment and Physical Demands**

* Work both indoors and outdoors in various weather conditions.
* Ability to handle various technical tasks in the field while encountering rough terrain, i.e., wetlands, hills, rocks, tilled ground, shallow water, embankments, and slippery surfaces.
* Ability to manipulate small and large hand devices and tools as required in performance of duties.
* Ability to lift up to 50 pounds.
* Ability to hear (aid permitted).
* Travel within the project area, county and state.

**Salary and Position Details**

The Coordinator will be employed by Polk Soil and Water Conservation District. The watershed coordinator position pays $46,217.60 - $69,721.60 yearly commensurate with experience. Note that the position does not currently include health insurance but will be offer an ACA compensation. Position will receive IPERS retirement options.

**To Apply**

Mail resume and cover letter to:

**Polk SWCD**

**1513 N Ankeny Blvd. Ste. 3**

**Ankeny, IA 50023**

Or via email to:

**Anne.Hughes@ia.nacdnet.net**

Applications are due by 4:30 PM on August 2nd, 2019.