

Page County Soil & Water Conservation District

1003 South 8th Street Clarinda, Iowa 51632-2800

Phone: (712) 542-5484 ext. 3 Fax: (855) 233-1299

POSITION ANNOUNCEMENT

POSITION TITLE: District Technician
POSITION LOCATION: Page County Soil and Water Conservation District (SWCD)
Clarinda, IA
POSITION CLASSIFICATION: Full Time, Permanent
SALARY AND BENEFITS: \$13 an hour starting wage with salary increase possibilities based on 6-month probation period and annual reviews. Benefits include paid holidays, vacation, and retirement plan.

POSITION PURPOSE

This permanent full-time position performs a variety of technical work to support the programs and activities of the Page SWCD. Primary duties include data management, providing technical assistance and information on programs and activities, and assisting in the planning and reporting procedures concerning SWCD, state, and local programs. The Technician will also be responsible for promoting conservation related programs and services provided by the District. This position is under the supervision of the District Commissioners. Day-to-day activities will be coordinated by the District Conservationist who will also assist in resolving any conflicts in assignments. This position does not supervise other employees.

MINIMUM QUALIFICATIONS

- Must be physically able and willing to work effectively in various field conditions including rough terrain and all-season weather. Must be able to lift and move up to 50 lbs.;
- Must have valid Iowa driver's license;
- Must possess strong organizational, interpersonal, and communication skills, both written and verbal. Must be able and willing to work with individuals of varied ages and social backgrounds;
- Must have knowledge and experience with computers.
- Must be able to work independently, indoors and outdoors, with minimal direct supervision;
- Must be able to handle multiple projects;
- Knowledge of design, survey, and construction of conservation practices extremely helpful but not required;

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide technical assistance to landowners in planning and applying conservation practices and assist in layouts.
- Maintenance of records, data management, and support for District Board meetings; Assist with the implementation of CRP programs, seeding plans, and soil calculations.
- Assist with state and local programs. Participate in and assist with educational programs, presentations, promotions, demonstrations, press releases and newsletter articles;
- Provide technical assistance for District programs.
- Work cooperatively with state, federal, and local agencies, boards, and organizations in promoting various conservation programs and accomplishing the goals and objectives of established plans;
- Assist with preparation of various reports and plans within required deadlines;
- Maintain valid state driver's license;
- All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Page Soil and Water Conservation District.

CIVIL RIGHTS REQUIREMENTS

Delivery of programs and services is carried out without regard to race, color, national origin, religion, sex, age or handicap.

PERFORMANCE REVIEW

Performance of this position will be reviewed annually by the District Commissioners and the employee.

APPLICATION PROCEDURE:

Call, e-mail or visit the Page SWCD to request an application form. Return completed application, resume, and cover letter to:

Linda Fine, Conservation Assistant
Page County SWCD
1003 South 8th Street
Clarinda, IA 51632

Applications, resumes, and cover letters may also be submitted electronically to linda.fine@ia.nacdnet.net.

Applications must be received by 4:30 p.m., March 13, 2020.

Successful applicant will need to be able to pass a security clearance check.

EQUAL EMPLOYMENT OPPORTUNITY:

Page County SWCD is an equal opportunity employer. Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, or membership or non-membership in an employee organization.