

## **Position Announcement**

### **Boone County Soil and Water Conservation District**

**Position Title:** Beaver Creek Watershed Project Coordinator

**Application deadline:** August 27, 2021

**Position Classification:** Full-time

**Position Location:** SWCD Office Boone, Iowa

**Position Salary:** Salary will be based on attributes of the successful candidate.

The Boone Soil and Water Conservation District (SWCD) in collaboration with the Beaver Creek Watershed Management Authority (WMA), is looking for a dynamic, highly-motivated individual to implement the vision of the board of directors. This will be done by building trust and understanding with key stakeholders, municipal partners, landowners, and farm operators. The selected individual will help coordinate and drive forward implementation of systems-based water quality infrastructure improvements and soil health best management practices in the Beaver Creek Watershed.

The selected individual will work closely with ag producers, landowners, ag retailers, local, state and federal government agencies, private nonprofit organizations, and the public to educate, build demand for, and coordinate targeted, turnkey conservation practices and management systems. These practices and systems will deliver a variety of benefits including: improved water quality, water management, flood control and mitigation, protection of public roads, bridges and infrastructure, riverbank stabilization, recreational enhancements to water trails, and soil health/reduce soil erosion in the Beaver Creek watershed – a critical area of focus for the Des Moines Metropolitan Area.

The Beaver Creek WMA is a collaboration of 5 Soil & Water Conservation Districts and Counties (Boone, Dallas, Greene, Polk, and Webster) and 15 communities. The Beaver WMA is leading a multi-partnership, demonstration/educational watershed project combining agricultural and environmental concerns, interests and opportunities to find, deliver and share innovative, scaleable solutions that deliver multiple resource benefits, such as the ones described above. Local project partners include: Soil and Water Conservation Districts, member County and Cities, USDA Natural Resources Conservation Service, Iowa DNR, Iowa Department of Agriculture & Land Stewardship, Iowa State Extension, and other entities which have worked to find solutions to the resource concerns identified in the Beaver Creek Watershed Plan.

This Watershed approach will utilize a variety of traditional as well as evolving market-based strategies to deliver and accelerate participation and results, such as by offering incentive payment rates for conservation practices which aim to reduce nutrient load, improve soil health, and floodplain management in the watershed.

The current position has guaranteed funding for three years through an EPA Farmer to Farmer Grant awarded to the Iowa DNR with cooperation from Boone SWCD, and the Beaver Creek

Watershed Management Authority. With demonstrated progress, additional funding in support of this critical position is expected.

Applicants can apply by submitting a cover letter and resume in person or by email to: Boone County SWCD, [Christine.thompsonbolton@ia.nacdnet.net](mailto:Christine.thompsonbolton@ia.nacdnet.net). Deadline – August 27, 2021

For more information please contact the Boone County SWCD at 515-432-2316, option 3.

Conditions of announcement - The Boone SWCD reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.

## **Position Description**

### **Beaver Creek Watershed Project Coordinator**

#### **Introduction:**

This position is responsible for coordinating the administrative and technical functions necessary to accomplish agreed to items outlined in the EPA – Farmer to Farmer Grant received by the Iowa Department of Natural Resources, Beaver Creek Watershed Management Authority (WMA), and Boone Soil and Water Conservation Districts (SWCD) to address water quality issues in the Beaver Creek Watershed. The project will address areas of environmental concern which may include but are not limited to sedimentation, nutrients, soil health and floodplain management.

#### **Description of Work:**

- Identify and promote stewardship practices that will engage local producers within the Beaver Creek Watershed to improve soil health and water quality. Work with producers/landowners to implement and retain Iowa's Nutrient Reduction Strategy (NRS) practices within the designated project watershed. Enhance partnerships and identify key roles to help increase education and outreach efforts in order to implement and retain NRS practices within the watershed. Assist with Watershed Management Authority activities and partnerships
- Continue to evaluate past accomplishments and prioritize future project activities, involving SWCD commissioners, Beaver Creek WMA members, and other community and agency partners. Assess physical characteristics of the project area to determine current land use, the sources causing deterioration of water quality and identifying corrective measures needed to improve the condition. Use current technology tools, such as GIS to identify resource needs and identify innovative solutions. Utilize monitoring methods to document water quality conditions and to demonstrate progress being made to implementation of solutions. Plan and conduct annual project review in order to demonstrate progress and plans for the next year. Assists the district in identifying other water quality problems. Develops strategies to solve those problems and seek out resources to implement a strategy, which would include preparation of grant proposals.
- Provide administrative support and manage the project to maintain quality control and to maximize communication with and involvement of local advisors and state and local staff of participating agencies. In cooperation with commissioners, complete an annual plan of operation and budget for each year of the project. Complete and send monthly, quarterly, annual and final reports per contract agreement to the Iowa DNR and review progress with the Districts to ensure

that the project goals are being completed in a timely manner. Complete documentation and necessary forms for cost-share practices.

**Minimum Requirements:**

- 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.

**Education/Experience Requirement:**

Bachelor's degree in agriculture or other natural resources related field. However, a combination of any other relevant education and/or experience that demonstrate the required knowledge and abilities for the position will be considered.

**Work Schedule:**

Normal working hours are Monday-Friday 8:00 a.m. – 4:30 p.m. with one-half hour unpaid lunch. Occasionally the job may necessitate evening, weekends, and/or overnight meetings, functions, or training for which the Board reserves the right to flex and/or authorize comp time.

**Accountability:**

This job is performed under general supervision and administration by the Boone County Soil and Water Conservation District. Day-to-day guidance and work coordination will be performed by the respective NRCS District Conservationist in Boone County. The assigned duty station for the position is Boone County, however the employee's time will be spent working in all counties within the Beaver Creek Watershed.

**Salary:**

Starting salary is negotiable and ranges from \$52,000 to \$55,000 depending upon experience. The commissioners may grant performance-based pay raises in line with their salary schedule.

**Benefits:**

Position includes Holiday, Annual Leave, Sick Leave, IPERS and ACA compensation.

**Holiday Pay:** Holiday pay is limited to New Year's Day, Martin Luther King, Jr's Birthday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving, Friday after Thanksgiving and Christmas.

**Annual Leave:** may be used to cover time off. It will be earned at 4 hours per pay period or 104 hours (13 days) per year during the first three years.

**Sick Leave:** may be used to cover time off for medical needs. It will be earned at 4 hours per pay period or 104 hours (13 days) per year.

**Iowa Public Employees' Retirement System (IPERS):** The employee and District contribute a set percentage of the employee's pre-tax pay to IPERS.

**Health Care:** As a health care plan is not currently available to the SWCD employee, ACA compensation will be provided as an hourly amount to the employee as part of their salary.

This project is supported through a grant from the U.S. Environmental Protection Agency. Technical assistance is provided by the U.S. Department of Agriculture - Natural Resources Conservation Service.

The Boone Soil and Water Conservation District are Equal Opportunity Employers and will not discriminate for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.