

**POSITION DESCRIPTION
COUNTY OF DUBOIS, INDIANA**

POSITION: Resource Specialist
DEPARTMENT: Soil and Water Conservation District
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2021

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Dubois County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Resource Specialist for the Soil and Water Conservation District (SWCD), responsible for providing technical guidance and assistance for the development and implementation of conservation practices and programs.

DUTIES:

Provides technical assistance and education to County land owners concerning conservation of natural resources and invasive species management.

Cooperates with partnering agencies to survey, design, and field check conservation projects.

Assists with administration of conservation program grants, including submitting documents and reports and updating tracking sheets.

Gathers data and performs various fieldwork projects, such as for the County Transect.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in physical, environmental, natural resource, or other agricultural field, with applicable technical experience in soil and water conservation.

Ability to meet all Department hiring requirements, including passage of drug test and United States Department of Agriculture (USDA) security and background screening.

Thorough knowledge of conservation practices/procedures/legal requirements, agronomy, biology, agriculture, natural resources, and invasive species management, with ability to respond to related inquiries from the public, make referrals accordingly, and research technical and identification guides, manuals, and online resources.

Working knowledge of land surveying practices and procedures, with ability to interpret maps, use surveying equipment to gather data in the field, perform conservation practice field checks, and use computer-aided design software.

Working knowledge of invasive species management with the ability to Work with landowners to plan conservation practices that address natural resource concerns related to invasive species, successional land, and forestry.

Working knowledge of and ability to make practical application of SWCD practices, procedures, rules, and regulations.

Working knowledge of standard office procedures, basic computer software/skills such as word processing, email, spreadsheet, and presentation software, and various other computer programs used by the Department such as databases, design, GIS, and computer field tools, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of grant funding, with ability to assist with application/administration of grants, and perform required reporting.

Working knowledge of standard English grammar, spelling, and punctuation with ability to prepare documents, correspondence, and detailed written reports.

Working knowledge of basic filing systems and ability to create and maintain accurate and complete Department files and records.

Ability to properly operate standard office equipment, such as computer, calculator, copier, and telephone, and field equipment including vehicle, ATV, and surveying equipment.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Ability to meet all Department hiring and retention requirements, and ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to collaborate with various organizations, agencies, and groups in a professional manner. Ability to effectively communicate orally and in writing with co-workers, other County departments, state and national conservation/farm services agencies/departments, landowners, community organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to count, perform calculations, compare or observe similarities and differences between data/people/things, compile/collate/classify/analyze data, and make decisions based on data analysis.

Ability to apply knowledge of people/locations, plan and layout assigned work projects, and manage time effectively.

Ability to read/interpret detailed prints/sketches/specifications/maps/charts/graphs, and prepare detailed reports.

Ability to plan and deliver public presentations and workshops to promote conservation practices.

Ability to occasionally work extended and evening hours and travel out of town for meetings, training, and conferences, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Operating within general instructions, guidelines and rules, incumbent selects the proper ones to ensure successful completion of assigned tasks. Incumbent performs a narrow range of regular duties which involve consideration of several variables, with relationships among them not always obvious.

III. RESPONSIBILITY:

Incumbent operates within general guidelines and departmental policies, with desired results of work clearly specified. Unusual problems are discussed with the supervisor, and incumbent is responsible for exercising independent judgment in applying departmental policies in a variety of situations and circumstances. Work product has a significant impact on departmental operations, and quality of work is periodically assessed on the basis of soundness of judgment, adherence to guidelines, and conformity with departmental policies and practices.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, state and national conservation/farm services agencies/departments, landowners, community organizations, and the public for the purpose of exchanging information.

Incumbent reports directly to Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment and outside, including sitting/walking at will, walking/standing/sitting for long periods, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, keyboarding, pushing/pulling objects, lifting/carrying objects weighing more than 50 pounds, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication. In the field, incumbent must drive, operate an ATV, walk long distances on uneven/rugged terrain, and is exposed to temperature extremes, wet/icy surroundings, and dust/dirt. Health and safety precautions must be taken at all times, including wearing protective clothing/equipment.

Incumbent occasionally works extended and evening hours, and travels out of town for meetings, training, and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Resource Specialist for the Soil and Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print name