

**Sherman County Soil and Water Conservation District
Sherman County Area Watershed Council**

WATERSHED PROGRAM ASSISTANT

Reports to: Supervisor
Status: At Will Employee
FLSA Status: Non-exempt

General Position Summary

This position is a full-time, at will position, benefits included. The Watershed Program Assistant will assist in executing day to day management, outreach, education and administrative tasks for the Sherman County SWCD and Sherman County Area Watershed Council. The Program Assistant will provide support for the SWCD and Watershed Council meetings, grant submittals and tracking, and project implementation. The position is located in Moro, Oregon and will work throughout Sherman County. The position will be supervised through the Sherman County Soil and Water Conservation District and Watershed Council.

Essential Functions / Major Duties

1. Assist in Coordinating and Administering Watershed Projects and Data
 - a. Support the SWCD and Council as it implements watershed programs in cooperation with federal, state, and local agencies; landowners; private groups; and the general public
 - b. Researching, writing and submitting grant proposals. Tracking grant implementation and preparing and submitting written reports to document grant fund utilization.
 - c. Monitor important aspects of projects as assigned, documenting success and failure
 - d. Develop and maintain a GIS geodatabase that will allow easy access and querying capabilities to valuable information regarding current and past restoration projects located throughout the watersheds.
2. Coordinate and administer Sherman County local County Cost Share program
 - a. Organize County Cost Share grant program
 - b. Work with applicants to put together project applications
 - c. Prepare contracts, fund requests
 - d. Promote the SWCD's grant programs
3. Provide Public Outreach and Education
 - a. Participate in educational opportunities, including workshops, tours, youth activities as a district representative
 - b. Maintain SWCD website and Facebook page
 - c. Work closely with the local schools and other organizations for conservation and watershed education
 - d. Assist the District in the administration of their Watershed Education Grant
 - e. Assist with fair booth and District/WC displays as needed

Secondary Functions

1. Represent the Sherman County SWCD and/or Sherman County Area Watershed Councils on regional boards and at regional meetings

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2. Provide Farm Bill Program Support to NRCS
3. Develop and maintain landowner and agency contacts
4. Provide technical support for projects and inspection of practices, according to NRCS guidelines.
5. Other duties as assigned.

Specific Job Skills

Required Job Skills:

1. Problem-solving skills with diverse groups of people
2. Ability to perform the listed duties both as a team player and independently
3. Advanced written and oral communication skills in English
4. Ability to write successful grant applications
5. Computer proficiency, in particular with Microsoft Office Suite
6. Ability to establish work priorities and manage time effectively
7. Physically able for “on-the-ground” field activities
8. Valid driver’s license

Desired Job Skills:

1. Knowledge of Geographic Information Systems, in particular with ESRI ArcGIS
2. Knowledge of programs and laws pertaining to watershed restoration in Oregon
3. Knowledge of roles of Watershed Councils, SWCDs, and agencies in watershed activities
4. College degree strongly preferred
5. Knowledge of the social, ecological and economic structure of the Columbia Plateau
6. Background or training in agricultural planning, including NRCS planning procedures
7. Position may entail Program Assistant to perform some of the same duties as a Conservation Technician (field work, technical advice/designing/construction of projects etc.)
8. Knowledge of plant identification, including noxious weeds.

Demands / Complexity

The Watershed Program Assistant will assist in all aspects of the day to day events at the SWCD and Watershed Council.

Duties may be carried out in a wide diversity of settings, including the SWCD office, public locations, and field visits to private lands. A district vehicle will usually be available for approved travel.

The Program Assistant must be able to work independently, in a diverse work environment with minimal supervision, including prioritizing daily work tasks, scheduling field work and meetings. The program assistant is responsible for documenting their own time for reporting purposes.

This position works with public employees at all levels both within and outside the Soil and Water Conservation Districts, other government agencies, federal, state and local officials and the public.

Supervisory Responsibility

The position is supervised by the SWCD District Manager. It will not have any supervisory roles.

Education / Experience

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Knowledge of farming and ranching practices is essential. Education in any natural resources field is beneficial to the position. A Bachelor of Science or Associate of Science degree is desirable, although not required

Working Conditions

The Council Coordinator's working conditions are office environment 75%; local travel and field work and other travel 25%. Office work involves data analysis, plan formulation, report and grant writing, and meeting planning and attendance. Attendance at night meetings may be required. Employee must be willing to work in a variety of job conditions ranging from field work in summer heat and winter cold to office work. Employee can expect interruptions during their tasks at work to answer questions or fulfill various immediate needs tasks around the office. Occasional overnight travel will be required to represent the Council at various seminars and conferences.

Additional Information

Salary increases are subject to funding availability, job performance and determined by the U.S. Personnel Management Salary Grade & Step Table.

Medical/dental/vision benefits will be provided at a rate designated annually by the SWCD board of directors. Sick leave and annual leave will be accrued each month. Benefits begin after the probationary period is completed. Retirement benefits begin after one year of employment.

MAIL, EMAIL OR DELIVER YOUR COMPLETED APPLICATION MATERIALS
TO:

Sherman County SWCD
PO Box 405/302 Scott St
Moro, OR 97039
Telephone: (541) 565-3216
Email: amanda.whitman@or.nacdnet.net

COVER LETTER AND RESUME ARE DUE BY MAIL, EMAIL OR IN PERSON TO
SHERMAN COUNTY SOIL AND WATER CONSERVATION DISTRICT

Incomplete applications will not be considered.

Sherman County Soil and Water Conservation District does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Sherman County SWCD is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.

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