

## **POSITION**

# District Resource Specialist Gibson County Soil & Water Conservation District

## **POSITION SUMMARY**

Position provides technical support to Gibson County Soil & Water Conservation District supervisors in carrying out the District's program in conformance with the purpose of the District as defined in Indiana District Law (IC 14-32). Incumbent must possess technical knowledge and/or work experience in agriculture, urban, and natural resources management.

## **PRIMARY RESPONSIBILITIES**

1. Assist Natural Resources Conservation Service with implementation of USDA Farm Bill programs.
2. Create GIS maps and plans for USDA Farm Bill programs.
3. Contact landowners to schedule field visits for various USDA Farm Bill programs.
4. Provide clear, written guidance to landowners for conservation needs.
5. Take initiative to ensure that all program folders are in good order and make clear, concise notes about the actions taken.
6. Perform other duties as requested by District Coordinator and/or Gibson SWCD Board.
7. Help/assist with Soils Judging Contest, Annual Banquet, Fourth Grade Farm Fair, and/or other Gibson County SWCD events.
8. Attend annual conference, monthly SWCD board meetings, and other scheduled SWCD events.

## **POSITION REQUIREMENTS**

1. High school diploma required. College degree preferred, or related field training and/or experience equivalent, but not required.
2. Excellent oral and written communication skills.
3. Excellent organizational skills and ability to prioritize variable workload.
4. Ability to work with individuals/persons from other organizations, agencies, and groups in a professional manner.
5. Ability to use a computer for word/data processing, and financial management. Proficiency with Microsoft Office Suite and GIS experience preferred.
6. Normal work hours are 8:00am-4:00pm Monday-Friday. Limited attendance at night meetings or weekend activities necessary. Supervisors determine policies on compensatory time as needed, in accordance with local SWCD and county guidelines and policies.
7. Travel outside the office/county on behalf of the District will be necessary and will be reimbursed at a rate determined by supervisors in accordance with county employee policies.
8. Valid driver's license is required.
9. Ability to perform majority of duties in standard office environment as well as ability to work outside including walking across uneven terrain and/or carrying equipment.

## **SUPERVISORY RELATIONSHIPS**

1. This position is under the direct supervision of Gibson County Soil and Water Conservation District supervisors. Performance appraisal of this employee, and decisions regarding salary and other compensation, disciplinary actions and termination of employment are the responsibility of Gibson County Soil and Water Conservation District supervisors.
2. Paid holidays, vacation leave, sick leave, leave of absence, and employee conduct will follow the Gibson County Personnel Policies Handbook.
3. Incumbent is considered an employee of the county and is entitled to the same benefits and considerations as other non-union county employees
4. Pay is \$34,302 (minus \$1,000 the first year = \$33,302).

## **EVALUATION OF PERFORMANCE**

1. Incumbent will be subject to a 90-day probation period. Upon successful completion of probation period, supervisors will provide the incumbent with a performance appraisal after the first 180 days on the job and then at least once per year after that date.
2. Performance shall be measured against duties set forth in the job description and the manner in which they are performed (quantity, quality of work, and timeliness).
3. Supervisors may seek input from other staff in performing this appraisal, but the Supervisors have final authority on decisions relative to performance appraisals and personnel actions.
4. It is to be understood that the Gibson County Soil and Water Conservation District supervisors have the right to review and update the job description with input from the incumbent whenever deemed necessary.