

Des Moines County Soil and Water Conservation District
JOB VACANCY ANNOUNCEMENT

Position Title: Big Hollow Watershed Coordinator

Application Deadline: May 3, 2024

Position Classification: Full Time, 40 hours per week (no overtime)

Position Location: Burlington, Iowa

Position Salary: \$24.39 – 26.71

This position is supported through grant funding received by the Des Moines County Soil & Water Conservation District. Funding to support this position will be available effective from the date of hire until the grant agreement expiration date with the possibility of an extension.

The Des Moines County Soil and Water Conservation District (SWCD) is looking for an individual to work with producers to improve water quality in Big Hollow Watershed. The selected individual will work with producers, landowners, local, state and federal government agencies, private nonprofit organizations, and the public to educate and install conservation practices and systems to improve water quality.

Job Description:

This position is responsible for coordinating the administrative and technical functions necessary to accomplish agreed to items outlined in the EPA section 319 & Watershed Protection Fund grant received by the Des Moines County SWCD to address water quality issues in Big Hollow Watershed. The project will address areas of environmental concern which may include but are not limited to sedimentation, nutrients, pesticides, livestock, and other water quality issues in the districts.

Description of Work:

- Develop resource management/conservation plans with farmers and landowners and implement best management practices (BMPs) which are designed to maintain or improve the quality of the targeted water supplies in the project area. Examples of practices to be implemented include cover crops, grass seedings, stream buffers, livestock practices including grazing and watering systems, nutrient management, wetlands, ponds, terraces, water and sediment control basins, grassed waterways, and other structural and/or management practices. Within the first 12 months of employment, will initiate contacts and work one-on-one with the majority of the producers and other decision makers to facilitate adoption of these practices. The Watershed Project Coordinator will be knowledgeable of innovative and traditional application of water quality, livestock, and erosion control BMPs.
- Research, plan and conduct informational and educational programs to raise the public's awareness of concerns in the watersheds and encourage implementation of effective practices. Will coordinate and involve public and local project decision-makers regarding the critical issues and concerns affecting the project resources. This effort should incorporate some type of public monitoring efforts as an information and evaluation tool. Examples of needed activities will include informational meetings with local advisors and cooperators, newsletters and local media coverage, field demonstrations, workshops, and recognition of active participants. This will include promotional efforts and collaboration with appropriate agencies, groups, and individuals which can affect the success of the project. This will involve planning and carrying out group meetings as well as meeting one-on-one with project cooperators and sponsors. Employee will perform professional and technical duties that relate

to water quality monitoring, information education, and implementation of best management practices. Employee will be responsible for anticipating and solving potential problems and maximizing communication with all project participants.

- Prioritize future project activities, involving SWCD commissioners, 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 Division of Soil Conservation and Water Quality and review progress with the District to ensure that the project goals are being completed in a timely manner. Complete documentation and necessary forms for cost-share practices.

Preferred Qualifications:

BS degree in environmental sciences, water resources, planning, or a related natural resource management field (or 4 years' experience in natural resources related field)

- Ability to effectively coordinate and manage a complex multi-organizational project
- Training and/or experience in organizational development, communications, consensus building, facilitation, and leadership skills
- Excellent writing, presentation, and public relations skills
- Working knowledge of watershed issues, non-point source pollution remediation strategies, and watershed management
- Ability to work independently, establish work priorities, and manage time effectively.
- Proficiency in the use of MS Word and Excel, and ability to learn new computer applications.
- Understanding of geographic information systems (GIS) and their use in watershed planning
- Ability to maintain a website
- Valid driver's license and reliable personal transportation
- Ability to work effectively with individuals, groups, and units of government
- Familiarity with Des Moines County community

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 Des Moines County Soil and Water Conservation District. Day-to-day guidance and work coordination will be performed by the respective NRCS District Conservationist in Des Moines County. The commissioners may grant

performance-based pay raises in line with their salary schedule. Successful candidate will need to undergo a Federal background investigation and fingerprint check. Valid driver's license required.

Benefits:

Position includes holiday pay, paid time off, and IPERS.

Holiday Pay: Holiday pay is limited to New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, and Christmas.

Paid Time Off: Paid time off will be earned at 6 hours per pay period. May be used to cover time off for any reason.

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

To Apply

Send a resume, letter of interest, and names and contact information for three references to jamie.stewart@usda.gov OR Des Moines County Soil and Water Conservation District, 3625 Flint Ridge Drive, Burlington, IA, 52601. The letter of interest should address the applicant's qualifications and ability to fulfill the duties of this job; in particular please note any experience with agriculture, planning, and writing skills.

This project is supported through a grant from the U.S. Environmental Protection Agency under Federal Non-point Source Management Program (Section 319 of the Clean Water Act), Iowa Department of Agriculture and Land Stewardship, and Iowa Department of Natural Resources. Technical assistance is provided by the U.S. Department of Agriculture - Natural Resources Conservation Service.

The Des Moines County Soil & Water Conservation District is an Equal Opportunity Employer and Provider.