

## San Juan Islands Conservation District

### JOB DESCRIPTION

POSITION: Senior Natural Resource Planner, Full Time Employee

LOCATION: San Juan Island, Friday Harbor, Washington

DATE: September, 2021



### OVERVIEW

This position oversees the San Juan Islands Conservation District's work with farm and forest landowners in San Juan County, developing and implementing natural resource conservation management plans. Responsibilities include providing technical assistance, and when applicable, coordinating financial assistance to landowners in order to implement best management practices that protect and enhance natural resources. Through the planning process and other outreach efforts, this employee provides education on topics related to natural resources and farming and forestry in the islands. Must have a desire to be part of a cohesive team of passionate individuals. Work is performed in both office and outdoor settings in rural farm and forest lands. Local travel and occasional evening and weekend hours are possible.

### DUTIES AND RESPONSIBILITIES

- 1. Manage the District's resource conservation planning and implementation efforts with farm and forest landowners.**
  - Successfully coordinate the development and implementation of natural resource plans and projects to accomplish District program objectives in conjunction with District Manager and staff.
  - Supervise a small team of planning staff to ensure the District's portfolio of resource conservation goals are being met and resources are being well managed.
  - Effectively manage multiple projects simultaneously, across several islands and land types.
  - Oversee efficacy of Cost Share programs providing funding to landowners for implementation of best management practices.
- 2. Provide technical assistance to county residents seeking assistance in farm and forest planning, following NRCS practice standards and specifications.**
  - Develop conservation plans specific to farm and/or forest projects using NRCS protocols and guidelines.
  - Address broad natural resource related concerns pertaining to farmland, forestland, soil fertility, wetlands, watersheds, non-point source pollution and wildlife habitat through planning and working with CD partners.
  - Perform resource inventories and evaluations, conducts soil testing, nutrient management and analysis along with monitoring conservation practices following implementation.
  - Use ESRI ArcGIS software and resource layers as necessary in creating graphic maps and products that help in the understanding and implementation of resource planning, projects and management tasks for clients.
  - Continue professional development by attending training and courses that renew and update planning skills, tools and provide new resources to enhance CD programs.
- 3. Work in a collaborative manner to expand the reach of District programs throughout the community.**
  - Conducts outreach and educational presentations, coordinate workshops, and participate in public meetings.
  - Participates as appropriate in committees, workgroups and task groups that align with CD programs, goals and objectives.
  - Develops positive professional relationships with project partners and agencies.
  - Provides necessary reporting and documentation related to project completion and management in a timely manner.
- 4. Other**
  - Provides exceptional customer service to internal and external customers through careful listening and understanding of client issues and by communicating project assignments and proposals.
  - Works as part of a team to coordinate staff response to issues related to program function.
  - Maintains a high level of professionalism and integrity. Evaluates issues and possible solutions, works collaboratively with Conservation District staff and others to find solutions to challenges that arise; inspires confidence and respect; uses feedback from others to grow and develop.
  - Effective and efficient management of individual time. Able to resolve conflicts in a manner that is respectful and professional. Looks to further personal development and training to foster a positive working environment.

- Responsible for the safety of self and others, materials and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures.

#### **REQUIRED QUALIFICATIONS:**

- Excellent communication and writing skills.
- Computer and software proficiency (Word, Excel, Power Point, online databases)
- Ability to be a team player and work independently; physically perform the tasks of the job; complete tasks on-time and within budget; and maintain confidentiality.
- Experience and education (BA or BS) in natural sciences, agriculture, forestry, natural resource management, or closely related field.
- NRCS or Washington State Conservation Commission Center for Technical Development Planner Certification.

#### **DESIRED QUALIFICATIONS:**

- Previous training and experience in resource planning using NRCS national standards.
- Understanding of Washington State's growth management act and critical areas.
- Familiarity with San Juan Islands' natural resources and local agricultural issues.
- Experience with GIS mapping technology and software.
- Familiarity with Washington State's Voluntary Stewardship Program (VSP).
- Grant management experience.
- Experience managing employees and working in small teams.
- Masters or PhD in natural sciences, agriculture, forestry, natural resource management, or equivalent experience in these areas.

#### **COMPENSATION AND BENEFITS:**

The San Juan Islands Conservation District provides holiday, sick and vacation leave; medical, dental, vision and life insurance and retirement benefits. Regular professional development opportunities are offered and strongly encouraged.

Annual salary is \$60,000 - \$75,000 DOQ.

#### **BACKGROUND CHECK AND REFERENCES:**

All applicants must be able to pass a criminal background check and possess a valid driver's license. Must have and maintain acceptable motor vehicle record. Must possess a willingness to perform physical activity, work in adverse weather and field conditions. Must have the ability to use all safety equipment. Demonstrated ability to rely on experience, training and independent judgement in determining how to plan and execute responsibilities in a resourceful and effective manner. Must be able to provide references (minimum of three) and contact information.

#### **TO APPLY:**

Please send cover letter and resume to Paul Andersson, paul@sjicd.org. Position open until filled.