

DEL NORTE



RESOURCE

CONSERVATION DISTRICT

VACANCY ANNOUNCEMENT:

Conservation Planner/Administrative Assistant

Application deadline: Friday, 1 November 2024

Currently accepting applications

BACKGROUND:

The Del Norte Resource Conservation District (DNRCD) is an independent special district that was formed in August of 2005 by the Del Norte County Board of Supervisors. The DNRCD is self-governed by a seven-member Board of Directors (BOD) who are appointed by the Del Norte County Board of Supervisors. The mission of the DNRCD is to assist private and public landowners in the planning, design, and implementation of soil, water, and forest resource conservation practices to improve and enhance natural and working lands in Del Norte County. The main focus of the DNRCD has been soil quality, education and outreach, protecting agricultural lands, watershed management and health, invasive species, healthy forests, management of wildlife habitat, and stream enhancement.

The DNRCD is funded primarily by grants and contracts. DNRCD has a close working relationship with the USDA Natural Resources Conservation Service (NRCS) Smith River Local Partnership Office and the Eureka Field Office, other north coast Resource Conservation Districts as well as with federal, state, Tribal, and local agencies, governments, and organizations.

POSTION OVERVIEW:

The DNRCD Conservation Planner/Administrative Assistant works with landowners and land managers to improve the resiliency and viability of agricultural operations and natural resources in Del Norte County. This position will be required to work collaboratively with NRCS staff from the Smith River Limited Partnership Office and Eureka Field Office as well as other partner organizations, consultants, and landowners. Essential duties will include a combination of assisting NRCS staff with Farm Bill programs and developing technical conservation plans, attending and organizing outreach at community meetings, fieldwork, and partner coordination. Additionally, this position will be responsible for conducting administrative duties that maintain the DNRCD. The position is full-time, salaried, working under the supervision of the DNRCD board president with direction from the DNRCD Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide technical assistance to landowners and land managers by planning, developing, implementing conservation plans under NRCS Farm Bill programs

1. Works cooperatively and respectfully with landowners, contractors, and NRCS agency personnel to enroll producers in NRCS Farm Bill programs and implement conservation plans that focus on climate resilience, drought response, and soil health conservation projects.
2. Assists current NRCS conservation planners on an as needed basis to provide program contracting support.
3. Understands, interprets, applies and explains technical guidance documents, rules, regulations, policies and procedures to landowners and land managers.

4. Establishes and maintains complete project files including correspondence, reports, data, etc. to comply with DNRCD and NRCS systems and program audit requirements.
5. Maintains and grows relationship with landowners, land managers, and partner organizations through positive communication and resource sharing.

Conduct administrative duties that support the DNRCD and the Cooperative Agreement with the NRCS

1. Prepares reports on project activities for the DNRCD Board of Directors and federal, state and local agencies, and others as appropriate.
2. Administers the NRCS Cooperative Agreement by providing quarterly and final progress reports and invoices as well as other budget / project tracking documents as required.
3. Assures all conservation projects are carried out in a timely, cost-efficient, and responsible manner.
4. Attend outreach events and organize outreach material. Coordinate with the NRCS and partner organizations to support technical workshops in the community.
5. Leads grant writing and applications to extend the current position and hire additional DNRCD staff.

Attend NRCS programs and services trainings as well as other applicable webinars and workshops

1. Attend applicable NRCS onboarding trainings and work towards conservation planner certifications.
2. Attend partner organization webinars, workshops and trainings that provide on the job, technical, and applicable training to enhance position performance.

QUALIFICATIONS:

The qualification requirements listed below are representative of the knowledge, skill, and/or ability required; we believe these skills and qualities will be important to achieving the above job responsibilities. We know candidates will not have all of the qualifications listed here, and we encourage any person who thinks they will be successful in this role to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Bachelor's degree with a focus on environmental studies, agronomy, natural sciences, resource management, or a related field, OR at least 3 years of related experience with some coursework.
- Experience in project management and conservation planning.
- Knowledge of and technical expertise in:
 - principles and methods of natural resources, rangeland or forest ecology or management, watershed restoration, agronomy and related fields;
 - techniques and equipment to conduct resource inventories;
 - local working landscapes and associated natural resources (e.g. soils, plants, carbon, air, water, fish, forestry, wildlife); and
 - California agricultural production systems, including crops, production methods, and resource concerns, ideally with experience relevant to north coast agricultural products and communities.
- Demonstrated proficiency with ArcGIS; GPS systems; Quickbooks; Microsoft Office including Word, Excel, and PowerPoint and familiarity and experience with a variety of office machines and equipment including computer and printer, calculator, fax, copier and other equipment as assigned.
- Experience and familiarity with field monitoring protocols.

- Excellent communication skills including speaking, listening, and writing. Ability to understand and follow oral and written directions.
- Excellent interpersonal skills and the ability to establish and maintain cooperative, respectful, and effective working relationships with people with diverse interests and temperaments.
- Highly organized and motivated self-starter with the ability to prioritize and work independently as well as part of a team.
- Physically able to work in the field (hiking across farms and rangeland, lifting, carrying supplies and equipment, planting, etcetera) during all seasons.
- Ability to exercise good judgment and maintain confidentiality in all communications.
- Ability to drive off-road vehicles.
- Ability to pass a federal background check.
- Valid California driver's license, clean driving record, and current auto insurance. This position will have access to a government owned vehicle for any official business.

Desired Qualifications:

- Bachelor's degree with a focus on environmental studies, agronomy, natural sciences, resource management, or a related field, OR at least 3 years of related experience with some coursework.
- Conservation and/or agricultural planning experience.
- Knowledge of local flora and fauna and/or soils.
- Familiarity with local, state, and federal permits required for resource conservation and restoration projects.
- Experience working with other conservation groups and/or agricultural land managers.
- Experience with grant writing and writing technical reports.

WORK ENVIRONMENT:

This position will be based out of the Del Norte RCD and Smith River NRCS Local Partnership Office located at 241 W First St. STE B, Smith River, CA 95567. The Conservation Planner/Administrative Assistant will also work in a variety of locations and private properties throughout Del Norte county. Limited evening and weekend work may be required. For official travel throughout the county, this position will have access to an NRCS government vehicle in coordination with the Smith River NRCS Local Partnership Office staff. Occasional use of a personally owned vehicle may be anticipated and approved job-related mileage is reimbursed at the Federal rate.

SALARY AND COMMENCEMENT OF WORK:

This is a salaried position at \$50,612 and expected to work 40 hours / week with some flexibility possible in the work schedule. Full benefits include paid medical, vision, and dental insurance; 11 paid holidays per year, plus accrued personal time off; and contributions to a retirement plan.

TO APPLY:

Mail resume and cover letter to the Del Norte RCD, 241 W First St. STE B, Smith River, CA 95567; or email to: delnortercd@yahoo.com with "Conservation Planner/Administrative Assistant" in the subject line, or drop off at our office at the address listed above.

CALL FOR MORE INFORMATION: Matt Westbrook: 707-218-7588; Chris Howard: 707-218-7872; NRCS Smith River Local Partnership Office: 707-487-7630 ext 3