



SCD 528 91st Ave NE, Ste A, Lake Stevens, WA 98258-2538
Phone 425-335-5634, ext 4 FAX 425-335-5024 Website: www.snohomishcd.org

Snohomish Conservation District Farm Planner

Salary: Dependent on Qualifications

Closing Date: March 15, 2013, 4:00pm

Qualifications:

This position requires a solid background in soils and agricultural operations, and a Bachelor's degree in a compatible field of study from an accredited institution in natural/environmental science, agriculture, agronomy, environmental planning, or closely related field. Also required is demonstrated experience and understanding of local agricultural practices, interpreting county codes, working with the public on natural resources/agricultural issues and addressing and solving resource management problems. Natural Resources Conservation Service (NRCS) Certification in basic farm planning or certified nutrient management planning is preferred.

To apply for this position:

Applicants must provide a cover letter, a completed application form (available from the conservation district office or website), a resume, and three professional references. Applications must be received at the Snohomish Conservation District (SCD) office on or before 4:00 pm, March 15, 2013.

FAX applications received by the deadline will be accepted if followed by a hard copy. Post-marked applications shall not be considered a substitute for the above requirement.

Applicants may be subject to a background check.

For more information contact Bobbi Lindemulder at 425-335-5634 ext. 109.

Introduction:

The position of Farm Planner is to assist small farm owners and operators within the Snohomish Conservation District in planning and applying resource conservation practices. Small farms include but are not limited to: horse stables and private horse ranches, sheep, cattle, llama, pig, goat, chicken, mink, and other livestock ranches. Funding for this position is subject to availability of state and local government grants and contracts. The person hired for this position is directly responsible to the District Manager, and works under the technical supervision of the Lead Farm Planner.

Duties:

The primary responsibility for this position is to prepare and/or revise existing conservation plans for farms, focusing on farms within SCD. The measurement of success is completed farm plans and conservation practices applied in the field that may improve water quality, wildlife habitat, meet all necessary requirements for standards and specifications, as well as work to the advantage of the farm operation. Assisting in engineering surveys and design work, including construction inspections of engineering practices, may be included. The incumbent gathers and assembles data for planning systems

on farms, independently- schedules application and follow-up, revises existing farm plans and carries out the routine activities of the conservation planning and application phase. This person shall become knowledgeable of the funding contract(s) work tasks and perform them under the direction and guidance of the District Manager. Duties include but are not limited to the following:

- A. Conduct field investigations, surveys and assemble data needed in the development of conservation practices for structural and non-structural solutions to problems with water quality, erosion, drainage, and irrigation.
- B. Develop resource management plans with an emphasis on water quality improvement, and meet the planning criteria for NRCS.
- C. Contact farm owners and users who may be interested in the district programs and discuss with them alternatives for needed conservation practices.
- D. Provide landowners with technical assistance in planning agronomic and engineering systems as well as how to implement their management plans through field work using basic surveying equipment, computing and plotting engineering notes, preparing field sketches and drawings, creating, modifying or adjusting standard NRCS designs, preparing permit applications and helping to secure funding where applicable.
- E. Assist professional engineers in preparing preliminary designs, final designs, construction drawings, and construction specifications for complex structures. Incumbent will lay out work for construction, inspect work under construction, and provide necessary interpretations of the drawings and specifications needed to determine conformance with design and adherence to plans and specifications.
- F. Communicate with livestock associations, realtors, government and tribal representatives, feed stores, veterinarians, and others who may be interested in promoting conservation district programs.
- G. Assist in developing educational materials for land users and organizations.
- H. Continue with existing cost-share programs including landowner agreements, management of funds, reimbursements, and following of existing cost-share protocols.
- I. Assist in preparing grant applications for new and on-going district programs.
- J. Attend regular conservation district board meetings and other local, area and state meetings as needed. Attend training sessions and workshops related to skills development. These training sessions maybe located locally, or throughout the country.
- K. Serve as an incidental motor vehicle operator, requiring operation of a motor vehicle on both public and private roads during daylight and occasionally after dark. A valid WA State driver's license is required.
- L. Enter progress on projects in an Access database and prepare reports on activities, including progress toward project goals as directed by the District Manager, and attend public meetings to discuss the assistance program.
- M. Assist with the annual district plant sale.

N. Other duties as assigned.

Skills, Knowledge, and Abilities:

This position requires a solid background in agricultural operations and livestock husbandry, plus at least one year of experience writing farm plans that meet NRCS standards and specifications, and a Bachelor's degree in a compatible field of study.

This position requires the following skills:

- A. Knowledge of a broad range of soil and water conservation principles, techniques, methods and practices to apply and install conservation systems which involve complex and diverse agricultural and other land uses.
- B. Knowledge of a broad range of livestock types and livestock management in relation to small acreages as well as larger parcels.
- C. Knowledge and skill in surveying and the identification of soils using the Unified Classification System.
- D. Knowledge of agronomic principles related to livestock management.
- E. Knowledge of engineering policies and standards of the agency to investigate, plan and design structures that are compatible with the NRCS Technical Guide.
- F. Ability to motivate individuals to adopt and implement resource management practices on their property. This may include educational speaking in front of public groups, organizations, or clubs.
- G. Knowledge of NRCS conservation planning principles with individuals and groups to give direction on developing soil, water and resource conservation plans involving complex soil patterns and practices.
- H. Knowledge and skills in computer use for word processing, database creation and maintenance, spreadsheet, drafting, scheduling, GIS, PowerPoint, and other uses as they arise. Ability above data entry level is required.
- I. Ability to operate a motor vehicle safely to and from the field.
- J. Ability to work in the field on various terrain and under various conditions.
- K. Ability to work alone or closely with others in a public office environment.
- L. Ability to organize and plan own schedule of activities related to work goals set by the District Manager.
- M. Ability to maintain accurate records regarding time-keeping and authorized expenses.

Training and Evaluation:

Performance standards will be developed as needed to assist in evaluating work abilities, and work products.

The person in this position will be evaluated in accordance with the State Conservation Commission Guidelines. These guidelines include a six month assessment period and thereafter, at a minimum, evaluations annually.

Performance evaluations are designed to aid communications between supervisors and employees, clarify duties and responsibilities. They are intended to assist in the personal development of employees and to strengthen their performance through the development of an employee-training plan. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

Training needs will be developed as a result of performance evaluations described above.

Application can be found at www.snohomishcd.org under Employment. Applicant should submit a resume, letter of interest outlining job skills and qualifications, AND a completed application for this position to:

Snohomish Conservation District

Attention: Bobbi Lindemulder

528 – 91st Ave. NE Ste A

Lake Stevens, WA 98258

Contact:

bobbi@snohomishcd.org

425-335-5634 ext 109

425-335-5024 fax

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***This position will remain open until:
Friday, March 15, 2013 4:00 p.m.***