

**RESOURCE CONSERVATIONIST
MISSOULA CONSERVATION DISTRICT
JOB ANNOUNCEMENT**

**Open Until Filled
Application Review Begins: July 13, 2020 12:00 PM (MDT)
Location: Missoula, MT**

Overview

Missoula Conservation District (“District”) seeks a Resource Conservationist. The District is a political subdivision of the State of Montana, a regulatory agency, with a mission to promote sustainable resource management for all the natural resources within its boundaries. The District administers The Natural Streambed and Land Preservation Act of 1975 (310 Law) and manages conservation related grants, education, and equipment programs within Missoula County.

The Resource Conservationist position requires interdisciplinary skills, a team-oriented disposition, and a demonstrated capacity to develop and maintain positive professional relationships with a diverse constituency. The successful candidate will have the ability to excel as a leader in an occasionally stressful and fast-paced work environment; they must be satisfied working for a board-directed organization, while regularly reporting to a 7-member board and supervising a small team of staff.

Duties require supervisory and administrative experience; knowledge of marketing and public relations strategies; program management skills especially as it relates to administration of the 310 Law. The applicant must possess technical knowledge, especially as it pertains to stream function, watershed health, and common projects on waterways. Must have a desire to educate the public regarding watersheds and natural resource management. Must have the ability to maintain up-to-date proficiency with programs and technology related to daily operations (including but not limited to Microsoft Office Suite, WordPress themes and plugins, and Salesforce or similar software). See Job Description for position details.

Hours

This is a full-time position (40 hours/5-day per week schedule). Office hours are Monday through Friday, 8:00 AM until 4:30 PM. Additionally, the Resource Conservationist is required to prepare for and attend evening Board meetings that occur once per month (generally the second Monday of the month). The day of the monthly Board meeting may require work in excess of 8-hours.

The workload is greater in the spring, summer, and fall. In addition to regular meeting attendance, the employee will be required to organize and attend special events or meetings on evenings or weekends and travel overnight.

Location, Work Environment, and Supervisor

The Resource Conservationist position is an office-based position that requires travel into the field periodically. The applicant must have the ability to work productively in an open office environment. Though Missoula Conservation District is a political subdivision of the State of Montana, our offices are presently located in an open-office building with federal agencies. The District works in partnership with the Natural Resources Conservation Service (NRCS) and the selected candidate must pass a background check. Much of the assigned work tasks require substantial time on the computer, bending, and lifting to access and organize files.

Must be able to lift and carry objects over 50 pounds and must be physically fit for office work and occasional travel. Must have a valid driver’s license. Will travel into the field or to meetings when needed. Must be a skilled navigator and able to safely conduct field work on a team or alone, completing work in all weather conditions and at times accessing sites on foot over rough terrain. Travel at night and travel over unimproved roads in adverse weather conditions such as snow and ice are occasionally required.

This position is supervised by, and reports directly to, the Missoula Conservation District Board of Supervisors. The Administrative Assistant and Program Specialist report to the Resource Conservationist.

Salary and Benefits

Starting salary is commensurate with experience (\$23.00-\$30.00/hour). Employee benefits include paid holidays, paid sick and vacation, a healthcare stipend (\$250.00/bi-weekly), and mandatory participation in the Public Employees’ Retirement System.

To apply

This position is open until filled. Missoula Conservation District will begin review of applications on July 13, 2020. Please send via email an attachment with the following: a cover letter, your resume, and contact information for three references to Barb Kreis, Administrative Assistant (barb.kreis@macdnet.org).

Compile your application into a single pdf and e-mail it directly to the address above. Please **DO NOT** apply through a third-party job site where this position may be advertised. All applications submitted through a third-party site will not be reviewed. Please name your application according to the following convention, YourName_RCApplication.pdf

Missoula Conservation District

Resource Conservationist Job Description

- **Based at** Missoula Conservation District (“District”) Office
 - Full time, nonexempt position
- **Position reports to** the Missoula Conservation District Board (7-Member Board)
- **Job Purpose Summary:** Works under the direction of the District Board; directs and supervises the other District staff and is responsible for managing the District office; responsible for all facets of administration of The Natural Streambed and Land Preservation Act (310-Law); oversees conservation planning and all grant programs
- **Key Responsibilities and Accountabilities**
 - Supervisory & Administrative
 - Oversees the operations of the District office
 - Directly supervises staff including:
 - Planning, assigning, and approving all work performed by staff
 - Assisting the board with human resources tasks such as hiring new employees, conducting staff evaluations, and training new staff
 - Conducts staff meetings
 - Board/Staff Liaison
 - Liaise with board on all District business
 - Communicates between the board and staff
 - Manages the District planning process, contracts, grants, and budgeting
 - Advises the board, in cooperation with assigned attorney’s, regarding legal issues, state laws, contract negotiations, and accounting practices
 - Technical
 - Provides scientific expertise in support of District goals and objectives
 - Provides advice, consultation and technical assistance to staff, board members and other partnering members
 - Evaluates proposals, reports, field data, designs, plans, and specifications; writes reviews; analyzes projects for potential adverse impacts; manages compliance with all statutes, standards, and policies
 - Plans, manages and executes field work; prepares data analysis, manages the documentation, and graphic representation of results
 - Ensures that all District work conforms to established procedures and quality control criteria
 - Manages research, development and demonstration projects
 - Participates on interdisciplinary teams to further the goals of the District
 - Program Management
 - Responsible for all facets of administration of the Natural Streambed and Land Preservation Act of 1975 (310 Law) including field visits and related documentation
 - As Watershed Coordinator, promotes conservation planning, researches, evaluates and implements landowner and other projects and programs to provide on-the-ground conservation improvements
 - Implements and/or oversees all District grant programs

- Serves as liaison with other agencies and organizations on behalf of the District including working with local, state and federal agencies
- Communicates all District programs and goals to the public—and through traditional and non-traditional education platforms—the importance of clean water, riparian areas, streambank protection, and healthy soil

Marketing & Public Relations

- Manages the outbound marketing and public relations for District
- Approves all marketing and public relations activities including all print, electronic, and website marketing, event planning and public relations

- Performs other duties as assigned by board

- **DESIRED QUALIFICATIONS**

- **Education**

- Degree: Bachelor's Degree (Master's Preferred) in physical or natural science or engineering including at least 30 semester hours in any combination of courses in hydrology, the physical sciences, geophysics, chemistry, engineering science, soils, mathematics, aquatic biology, conservation biology, management or conservation of water resources, or business administration,

- OR -

A minimum of 10 years experience in the required fields,

- OR -

A combination of education and relevant experience.

- **Supervisory Skills**

- Experience with staff management of a small team
- Ability to work in an open plan office among federal agencies
- Proficiency with general office administration, and record keeping, and familiarity with general accounting principles
- Strong interpersonal and communications skills and proven ability to work effectively with a wide range of community constituencies
- Knowledge of human resource policies

- **Technical Skills**

- Thorough working knowledge of an interdisciplinary approach to natural resource conservation and land use management issues as well as the methods, techniques, and principles used to solve associated issues; experience in watershed level resource planning and water monitoring programs is very desirable
- Thorough working knowledge and interpretation of topographic maps and aerial photos
- Knowledge of technical water and soil resource issues; ability to plan and execute technical fieldwork assignments and provide resulting recommendations to the board
- Familiarity with geographic information systems (GIS) and stream dynamics and classification
- Knowledge of local laws, state and federal regulations, and policies related to the management of water resources and associated fields
- Knowledge of database management, spreadsheets and graphics software to store, retrieve, analyze, and display data; Salesforce experience preferred

- Excellent general computing skills including Microsoft, Word, Excel, and PowerPoint, and an understanding of database accounting such as QuickBooks
 - Knowledge of marketing, marketing communications, and public relations techniques
 - Experience in grant writing and grant management
 - Experience contract negotiating, management and administration
- **Program Management Skills**
 - Excellent organizational skills, ability to work productively with indirect supervision
 - Experience in conservation/natural resource education program development and delivery
 - Knowledge and experience with interpretive principles and techniques; natural resources/conservation education and management
 - Excellent verbal and written communications skills
- **Physical Capabilities**
 - A valid Montana driver's license and good driving record
 - The ability to conduct both sedentary office work and field investigations requiring considerable walking over rough terrain
 - Ability to exercise a range of safety precautions in fieldwork situations which can involve exposure to potentially dangerous situations or unusual environmental stressors
 - Availability and willingness to travel, attend evening meetings, and fulfill occasional weekend duties
 - Must be able to lift objects over 50 pounds and be physically fit for potentially strenuous fieldwork
- **Public Relationships**
 - Must be able to have consistent, professional interactions with partners and the public

Salary is commensurate with experience within the guidelines of the Federal Pay Schedule. Position follows the Federal Pay Schedule for step increases and cost of living adjustments. Employees are required to participate in the Montana Public Employees Retirement System. A health insurance stipend is provided.

Employee must be willing to comply with all parts of the Missoula Conservation District Personnel Policy.

The Missoula Conservation District does not discriminate based on race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, physical or mental disability, genetic information, marital status, creed, political affiliation, veteran status, military service, retaliation, or any other factor not related to the merit and qualifications of an employee or applicant.

Missoula Conservation District is an Equal Opportunity Employer.