

NOTICE

November 21, 2016

The Polk Soil and Water Conservation District is accepting applications to fill the position of Public Education & Outreach Coordinator effective January 3, 2017.

The employee will serve as a project coordinator to provide public education and outreach support for the Easter Lake and the Big Creek Lake Watershed Projects, a partnership between Polk SWCD, Boone SWCD, City of Des Moines, Polk County Conservation, the Iowa Department of Natural Resources (DNR), Natural Resources Conservation Service (NRCS), and the Iowa Department of Agriculture and Land Stewardship – Division of Soil Conservation and Water Quality. The focus of this position will be to (1) Coordinate and communicate outreach efforts that raise awareness and understanding about water resource issues to key audiences; (2) Promote installation of conservation practices on agricultural and urban landscapes; and (3) Enhance and develop effective partnerships in an effort to implement the goals of the Easter Lake and Big Creek Lake watershed management plans.

This is a short term project (1 – 2 Years) position with potential to renew the project agreement, and the employee will serve “at will”.

The detailed job description and pay scale are attached.

Applications must submit a letter of interest and resume to the Polk District Personnel Committee at the following address or email address:

Polk District Personnel Committee
c/o Pam Schwartz, Conservation Assistant
NRCS/Polk SWCD
1513 N. Ankeny Blvd., Ste. 3
Ankeny, IA 50023-4167
Pamela.Schwartz@ia.nacdnet.net

Applications must be received no later than 4:30 p.m. on December 2, 2016.

PUBLIC EDUCATION & OUTREACH COORDINATOR FOR EASTER LAKE/BIG CREEK WATERSHEDS

The employee will serve as a project coordinator to provide public education and outreach support for the Easter Lake and the Big Creek Lake Watershed Projects, a partnership between Polk SWCD, Boone SWCD, City of Des Moines, Polk County Conservation, the Iowa Department of Natural Resources (DNR), Natural Resources Conservation Service (NRCS), and the Iowa Department of Agriculture and Land Stewardship – Division of Soil Conservation. The focus of this position will be to (1) Coordinate and communicate outreach efforts that raise awareness and understanding about water resource issues to key audiences; (2) Promote installation of conservation practices on agricultural and urban landscapes; and (3) Enhance and develop effective partnerships in an effort to implement the goals of the Easter Lake and Big Creek Lake watershed management plans.

This is a project position with potential to renew the project agreement, and the employee will serve “at will”.

Duties Performed

Coordinates public education and outreach programming to achieve the pollution prevention goals for management practices implemented by landowners.

Completes water audits in urban yards and talk to landowners about downspout redirection and other rainscaping practices they may be able to implement on their property.

Implements best management practices that are designed to maintain or improve water quality within the designated watersheds.

Works one on one with landowners and other decision makers to facilitate adoption of best management practices.

Coordinates and communicates with partners to implement various social/online marketing activities including online community management, blogs, tagging, social networking, and other forms of electronic communication. Create a social media buzz about the projects.

Maintains and creates project websites, newsletters, Facebook, twitter, YouTube, etc.

Monitors and evaluates the effectiveness of the communication campaign and provide recommendations for adjustments as needed.

Holds public workshops with activities related to promoting and protecting water quality.

Gives presentations to home owner associations, civic groups and other organizations.

Creates and distributes flyers for neighborhood outreach workshops and mailings.

Develops and implements programs for recognition of practice installation and program participation.

Assists in writing and submitting proposals, applications, grant solicitation letters, etc. to secure funding for projects as identified by the District.

Minimum Requirements

- Graduation from an accredited college or university with a Bachelor's Degree in natural science and should possess a minimum of eighteen (18) semester hours of education and six (6) months of experience, or a combination of both, in any of the following areas: biological sciences, ecology, environmental science, geographical information systems, geology, hydrology, meteorology, nutrient management, regional planning, soil conservation, or water resources.
- High level of initiative, effort, attention to detail and commitment displaying ability to complete assignments efficiently with minimal supervision.
- Understanding of state, federal and local environmental laws, rules and regulations and their application, including but not limited to Code of Iowa Title V Agriculture, Subtitle 1 (Agriculture and Conservation of Agricultural Resources) and Title XI Natural Resources, Subtitle 2 (Lands and Waters); and the USDA Natural Resources Conservation Service and the Iowa Stormwater Management Manual Standards and Specifications.
- Awareness of basic water quality and flood risk issues in rural and urban areas including, but not limited to, stormwater management, soils and their capabilities, wetlands, streams and aquatic and biologic resources.
- Knowledge of various methods of financing local and regional environmental projects and ability to develop grant proposals for submission to various funding sources.
- Ability to interpret and apply policy, cooperate with supervisors and align behavior with the goals of the District.
- Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, make sound decisions and recommendations, and report findings and analyses, orally or in written form.
- Ability to simultaneously manage multiple projects and activities during project coordination and administration.
- Ability to complete practice designs on a computer, lay out the practice on the land, and inspect and certify the installation of a practice.
- Skills in effectively exchanging ideas and information with individuals or groups by listening and responding appropriately, both orally and in writing, displaying ability in mediation, negotiation and consensus building.
- Ability to establish and maintain effective working relations with agency staff, government officials, private sector business representatives and the general public.
- Ability to establish a baseline, monitor and show changes that occur.
- Ability to prepare monthly and quarterly reports, annual plan of operations, budget, and annual narrative report.
- Skills in operating a computer to enter, retrieve, review or modify data in computer database.
- Valid license to drive in the state of Iowa and ability to safely operate a car, pickup truck, van or SUV.

Work Environment and Physical Demands

- Work both indoors and outdoors in various weather conditions.
- Ability to handle various technical tasks in the field while encountering rough terrain, i.e., wetlands, hills, rocks, tilled ground, shallow water, embankments, and slippery surfaces.
- Ability to manipulate small and large hand devices and tools as required in performance of duties.
- Ability to lift up to 50 pounds.
- Ability to hear (aid permitted).
- Travel within the project area, county and state.

Supervision

All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Polk Soil and Water Conservation District.

This position is under the supervision of the District Commissioners. Day-to-day activities will be coordinated by the District Conservationist who will also assist in resolving any conflicts in assignments. This position does not supervise other employees.

Civil Rights Requirements

Delivery of programs and services is carried out without regard to race, color, national origin, religion, sex, age or handicap.

Performance Review

Performance of this position will be reviewed annually within three weeks following the watershed project annual review. The evaluation team will consist of District Commissioners (representing the District Personnel Committee), the District Conservationist and the employee.

Pay Scale

Annual salary - \$46,217.60 - \$69,721.60 - DOQ