

November 9, 2011

JOB ANNOUNCEMENT

Zone 3 Resource Coordinator

Utah Association of Conservation Districts

Full-time exempt professional/technical position. The coordinator is principal staff to five conservation districts in Utah, Wasatch and Summit Counties and the Utah Association of Conservation Districts. The position is located at the UACD Zone 3 office located at the NRCS Provo, Utah field office.

Responsible for:

1. Marketing the Utah Agriculture Resource Development Loan (ARDL) program.
2. Assisting respective districts carry out their individual programs including, but not limited to, preparation of resource inventories, annual and long range plans and reports, planning and facilitating meetings and representing respective districts with local governments, state legislators and state and federal agencies.
3. Supervisor education including assisting an individual supervisor complete the UACD course of study prepared to achieve the standards set by the National Association of Conservation District (NACD) and National Association of State Conservation Agencies (NASCA).
4. Training, supervision and leadership of association and district staff.
5. Taking initiative to promote resource conservation, develop and lead related initiatives and projects, prepare proposals, obtain new sources of funding and administer and provide quality assurance related to contracts and agreements.

Current issues where knowledge or expertise is needed include, but are not limited to, the Governor's Taskforce on Agricultural Sustainability, Clean Water Act Section 319 (nonpoint source pollution prevention), Utah Animal Feeding Operations Strategy, Colorado River Basin Salinity Control Program, improvements to canal companies, irrigation practices, and related impacts of the transfer of water rights from agriculture to urban uses, water conservation and development, storm water management, conservation planning to support NRCS programs, restoration and rehabilitation of shrub steppe rangelands, war on cheatgrass, and related to these and other issues important to respective districts public outreach, resource inventories and updates for county resource assessments and district annual and long range plans.

REQUIREMENTS

Must be able to work effectively with district supervisors and government agency officials, and other members of the UACD and/or district staff to get conservation programs on the ground. Needs to maintain a high level of trust, provide personal initiative and obtain the results expected by district and UACD clients and other elected and appointed officials.

1. Needs professional working knowledge of and aptitude for:
 - a) oral and written communication, proficient in the use of computers, word processing software, report preparation, proposal preparation; and
 - b) non profit and special service district organization management, time management, employee training and supervision and financial management; and
 - c) soil, water and related natural resource conservation, evaluation of impacts

- d) related to development, coordination and report preparation to accurately and professionally represent the districts interests; and
 - e) leadership and negotiation ability; and
 - f) legislative decision-making processes; and
 - g) coordinated resource management planning (CRMP); and
 - h) social and economic conditions of the area; and
 - h) education and influence related to local, state and federal elected officials and their staff.
2. Must have a B.S. degree in a soil science, watershed science, natural resource or agricultural discipline or two years of related college course work and four years of related management experience.
 3. Needs high degree of self motivation and original thinking and the ability to effectively communicate with and contribute to the success of the UACD and lead the Zone professional/technical team.
 4. Must maintain a valid Utah vehicle driver's license and have personal vehicle for transportation. Mileage paid.
 6. Offer services to individuals and groups without regard to race, color, religion, sex, national origin or other such designations protected by law.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The work is usually sedentary in an office and meeting environment. Some walking is required over rough terrain when on tours or inspecting field sites. Occasionally, lifting or moving furniture and/or equipment are needed.

WORK PERIOD/TRAVEL

Work and/or office hours are from 8 a.m. to 5 p.m. Monday through Friday. Regular travel throughout the Zone. Evening and weekend meetings as required to meet with districts and attend various state and federal agency meetings. Occasional overnight trips.

COMPENSATION

Entry level salary range \$34,000 to \$40,000 plus benefits.

APPLICATION

Please respond by submitting a cover letter, resume and three references (including prior employers) to Utah Association of Conservation Districts, 1860 N. 100 E., North Logan, Utah 84341 **by November 30, 2011**. Phone (435) 753-6029. E-mail susan.jackson@ut.nacdnet.net. Position open until filled.