

CAMPBELL COUNTY CONSERVATION DISTRICT

Watershed Coordinator

NON-EXEMPT

POSITION DESCRIPTION

INTRODUCTION:

The incumbent for this position is an employee of and is responsible to the Campbell County Conservation District Board of Supervisors to achieve common goals and objectives of the Conservation District.

All programs and information developed by the incumbent of this position are the sole property of the Campbell County Conservation District. Employment is at the discretion of the Campbell County Conservation District Board of Supervisors. The incumbent shall possess a current driver's license and be insurable under the District's insurance policy.

PRINCIPLE DUTIES:

1. Gathers data, interprets, analyzes and makes recommendations to determine and improve water quality. Follows the plans and directives of the District to protect water quality, soils, livestock, wildlife, and range.
2. Establishes sampling schedules and assimilates information needed to develop data, sample collection points, watershed monitoring locations, and projects. Correctly enters data into database and keeps information current.
3. Coordinates with the federal, state, and county agencies and land owners as needed to perform sampling or monitor District plans or project development.
4. Performs sampling, maintains equipment including calibration and cleaning.
5. Develops written reports, reviews proposals, organizes assignments, and prepares documents or presentations as directed.
6. Creates and monitors a fiscal year budget for the program. Oversees purchasing for the program and outsourcing of chemical analysis.
7. Other responsibilities may include; education and outreach initiatives, grant writing, and cooperative agreement preparation as directed.
8. Attends meetings, workshops, and trainings as needed to carry out the plans, policies and directives of the District.
9. Answers phone calls, provides support, and performs other duties that fall within the District's mission when needed or as directed.

10. Provides accurate and timely reporting of program activities, accomplishments, time and financial accounting, and other reporting as required.
11. Maintains the district website.
12. Other duties as assigned.

SUPERVISION:

1. The Campbell County Conservation District Board of Supervisors establishes priorities.
2. Supervision will be under the direction of the District Manager.

Physical Requirements:

1. Endure extended periods of sitting, standing, walking, stooping, kneeling, bending, lifting, etc.
2. Lift up to 50 pounds.
3. Work equally well in indoor and outdoor environments.
4. Tolerate temperature extremes, intense sunlight, rain and/or snow, high winds, dust, pollen, etc.
5. Work/wade in flowing water

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities Requirements:

1. Good work ethic.
2. Proficient communications skills.
3. Ability to legibly write concise, coherent text in the formulation of documents.
4. Knowledge of Ecological Science
5. Organizational skills, such as team concepts, task scheduling, and task prioritization.
6. Ability to work proficiently and independently.
7. Competent in the use of geographic information systems.
8. Proficient in the use of Windows-based operating programs, mapping software, and Microsoft Office programs.
9. Valid Wyoming Driver's License.

EVALUATIONS:

Your performance of each duty in this position will be evaluated against the requirements developed for your position. Evaluation of performance will be conducted annually by the District Manager.

NOTE: Job descriptions are subject to frequent change based on priorities set by the Board of Supervisors.

***THE CAMPBELL COUNTY CONSERVATION DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER***