



**Position:** Conservation Planner III

**Location:** Moses Lake, Washington

**Type:** Full-time (40 hours per week), non-exempt, hourly position. This position is supported by and contingent on available grant funding.

**Pay Range:** \$30 - \$38 per hour, depending on experience.

**Supervisor:** CBCD Executive Director

**Opening Date:** March 14, 2024

**Closing Date:** Open until filled. First round of reviews on April 1, 2024

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## DESCRIPTION

Columbia Basin Conservation District (CBCD) is seeking a Certified Conservation Planner to join our dynamic team. The Conservation Planner will work with CBCD staff, partners, and producers to conduct on-farm planning and cost-share implementation through federal and state programs. Focal areas include soil health, water quality and efficiencies, wildlife habitat, nutrient management, manure management, livestock management, rangeland management, crop production, and drainage. The successful candidate will be able to work independently and as part of a team to develop and implement all phases of on-farm conservation planning and project management.

## MAJOR DUTIES

- Develops conventional conservation plans and contracts with irrigated and dryland producers.
- Performs administrative, fiscal, and technical responsibilities for a wide variety of state and federal cost share programs.
- Develops and administers contracts for compliance with schedules and conservation practice requirements.
- Promotes programs and provides assistance to supervisors. Carries out various duties which enhance the efficiency and effectiveness of CBCD's operations.
- Writes news articles and stories, conducts tours, speaks to groups, and collects pertinent information for public education and to further conservation programs.

## **DESIRED KNOWLEDGE, SKILLS & ABILITIES**

- Interest in and commitment to natural resources enhancement and public education.
- Demonstrated ability to interact professionally with diverse community members and build relationships with landowners and producers, and motivate individuals to voluntarily adopt and implement resource management practices on their property.
- Ability to effectively communicate practice recommendations and designs to farm owners and operators, demonstrate approaches, and guide installation of conservation practices.
- Knowledge of best management practices for small and large agricultural operations related to soil health, water quality and efficiencies, wildlife habitat, nutrient management, manure management, livestock management, rangeland management, crop production, and drainage.
- Ability to successfully manage multiple priorities and deadlines.
- Ability to manage grants, contracts, and other funding awards.
- Ability to write conservation plans, reports, project documentation, outreach articles, and components of funding applications.
- Ability to take initiative, work well with team members, and adapt to new processes. Service-oriented attitude and constructive problem-solving skills.
- Computer skills in word processing, spreadsheets, email, scheduling, ArcGIS, PowerPoint, tablet applications, and ability to learn specialized computer programs to manage work.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in Natural Resources, Agriculture, Environmental Sciences, or a closely related field. Qualifying experience may substitute year-for-year for the education requirement.
- Certified Conservation Planner.
- Three (3) years of experience working with livestock management, rangeland management, and/or dry-land or irrigated production agriculture farms/farmers.
- Ability to communicate effectively both verbally and in writing.
- Valid, unrestricted driver's license.

## **PREFERRED QUALIFICATIONS**

- Working knowledge of local, state, and federal conservation programs through Natural Resources Conservation Services, including RCPP, EQIP, CRP, etc.

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

- Ability to work outdoors in all weather conditions and on rough or uneven terrain.
- Ability to sit or stand for long periods of time in a standard workday.
- Ability to drive a vehicle for long periods when travel is needed.

- Ability to lift, pull, carry, and push up to 40lbs.
- Occasional bending, twisting, squatting, climbing, kneeling/crawling, reaching overhead.
- Ability to exercise caution and maintain all safety requirements.
- Ability to work occasionally beyond an 8-hr workday or on the weekend.

## **CONDITIONS OF EMPLOYMENT**

- Subject to satisfactory background investigation and/or fingerprint check.
- Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

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**Benefits:** Benefits include the CBCD's benefits package, including medical insurance, paid holidays, vacation, and sick leave.

**To Apply:** Send a cover letter, resume, and references electronically to [kristina-ribellia@columbiabasincd.org](mailto:kristina-ribellia@columbiabasincd.org).

*If you have questions about applying or need accommodation during the application process, please contact Kristina Ribellia, CBCD Executive Director at [kristina-ribellia@columbiabasincd.org](mailto:kristina-ribellia@columbiabasincd.org).*