



## Vacancy Announcement

### **Soil and Water Conservation Coordinator Madison County Soil and Water Conservation District**

#### **Position Summary:**

Under limited supervision, performs a full range of program responsibilities for the Conservation District. Work involves management of duties for governing boards and technical staff. These services include records maintenance, preparation of grants, reports, contracts, correspondence, and other office data for a variety of federal, state, and local programs. The employee is also responsible for the development and implementation of educational programs and activities for the public, including presentations to groups. Work is performed under the supervision of the District Conservationist and the Soil and Water Conservation District Board.

This position reports to the Soil and Water Director.

This position is open until filled.

#### **Where to Apply:**

Submit a NC State Application, a resume and cover letter to Madison County Human Resources.

Applications will be accepted at the Madison County HR Office, 107 Elizabeth Lane, Marshall  
Mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753  
Emailed to: [HR@madisoncountync.gov](mailto:HR@madisoncountync.gov)

Madison County Government is an Equal Opportunity Employer.

#### **Essential Functions:**

- Provide technical information including soil, wetlands, and historic land use data, maps and other conservation planning documents.
- Process applications, grants, and contracts for NCACSP and CCAP, and federal programs.
- Perform technical assistance billing for specific state and federal cost-share programs for county reimbursement.
- Coordinate and implement the Voluntary Agricultural District Program. Manage membership renewal, communication, and parcel listings on the County GIS website.

- Seek project-related grant funding including grant application and administration. These services include records maintenance, preparation of grants, reports, contracts, correspondence, and other office data for federal, state, and local programs.
- Handle confidential and sensitive client information.
- Serve as administrative staff to two governing boards including the Soil & Water Conservation District (elected) and Voluntary Agricultural District (appointed).
- Assist technical staff including contact management and field work.
- Manage the rental of equipment including the schedule, payments, and deposits.
- Perform general office operations including meeting development and arrangement, taking meeting minutes, preparing reimbursement requests, and financial reports.
- Provide educational opportunities in Natural Resource Conservation to the public including but not limited to public and private schools, grades K-12, conservation field days, adult instruction through workshops, and scholarship programs.
- Perform other related job duties as assigned.

### **Education:**

Bachelor's degree in Agriculture, Natural Resources, Engineering or related field or associate degree in a related field and one to two years related experience or equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities:**

- Possession of a valid North Carolina driver's license
- Considerable knowledge of working with grants, data, figures, rates, and accounting.
- Ability to gather and give comprehensive information and instructions, based on program knowledge and independent research.
- Ability to communicate knowledge of program operations and organizational programs.
- Ability to use a wide variety of computer programs including Microsoft Office.
- Ability to establish and maintain effective working relationships with supervisors, governing boards, employees, and the general public.
- Ability to plan, organize, monitor, evaluate and delegate duties to others (such as volunteers and clients.)
- Thorough knowledge of the department's functions and purpose as well as the ability to communicate that mission with the governing boards, staff, and the general public.
- Considerable knowledge and ability to use office business practices. Sound judgment, discretion, and initiative are required in performing these responsibilities.
- Must exercise considerable tact and courtesy since this employee is in frequent contact with the public.

## **Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to perform sedentary office work.
- Must be able to physically perform the basic life operational functions of talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.
- Must possess the visual acuity to work with data and figures, operate a computer terminal, and do extensive reading.

## **Requirements:**

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License.

## **Salary:**

Annual salary: \$40,000 - \$44,000. This position comes with a benefits package including paid health insurance, dental, eye and other supplemental insurances available, paid sick time, paid vacation time, and paid holidays.