



## **Kittitas County Conservation District**

*2211 W Dolarway Rd, Ste 4, Ellensburg WA 98926 • Phone (509) 925-3352 • Fax (888) 546-0825*

### **Kittitas County Conservation District Seeking Natural Resource Project Manager**

The Kittitas County Conservation District is seeking a qualified individual to fill an existing position, Natural Resource Project Manager. This is a full-time position focused on building trusted relationships with a diverse community; providing high quality technical assistance to private landowners; managing individual projects from start to finish; continuing the success of current programs; competently maintaining and growing geospatial databases; and participating in strong outreach efforts to increase participation in KCCD programs.

The Natural Resource Project Manager position is part of a dynamic team of resource professionals working to implement the vision of the Kittitas County Conservation District. Our vision is to be recognized by all private landowners as a source of financial, technical and educational assistance in Kittitas County; and by local, state and federal authorities as the organization of choice to implement on-the-ground stewardship activities. We serve the citizens of our community (county, state, country) to ensure the long-term use of natural resources in an economically, socially and environmentally sustainable manner using non-regulatory, voluntary approaches.

#### **How to apply:**

- Review the attached Position Description.
- Complete the KCCD Job Application Form.
- Attach a current resume (not to exceed 2 pages)
- Complete a cover letter (not to exceed 1 page) describing your interest in the position and highlighting your skills and abilities.

**Submit your completed Job Application form, resume and cover letter via US Mail or in person to:**

**Anna Lael, District Manager  
Kittitas County Conservation District  
2211 W Dolarway Road, Ste 4  
Ellensburg, WA 98926**

**Electronic submissions** are acceptable to the e-mail address below, however individuals submitting via e-mail are solely responsible to ensure that their completed application, resume and cover letter are received timely. Fax submissions are not acceptable.

[a-lael@conserveva.net](mailto:a-lael@conserveva.net)

**Position is open until filled. First review of applicants will occur after March 1, 2019.**

# JOB ANNOUNCEMENT



## **Title: Natural Resource Project Manager**

### **Introduction**

The Kittitas County Conservation District (KCCD) works with local landowners and land managers (public and private) to conserve natural resources that are vital to our economy and our quality of life. At the heart of our work are collaborative efforts to partner with landowners, public agencies, tribes and the general public to create and maintain resilient working landscapes through voluntary incentive-based measures.

We are seeking a competent and passionate individual to fill the position of Natural Resource Project Manager who will:

- Build and maintain trusted relationships while working productively with a diverse community of landowners, land managers and partners including but not limited to farmers, forest landowners, residential homeowners, community organizations, tribes, and government agencies;
- Work directly with private landowners, providing high quality technical assistance to improve natural resource conditions, and coordinating financial assistance (cost share) to complete on-the-ground projects with those landowners;
- Continually improve the quality and management of data necessary for success of KCCD programs, including and especially geospatial data;
- Actively participate in collaborative groups of partners and stakeholders in order to leverage resources and further the long-range goals of the KCCD;
- Seek funding opportunities through various private, local, state and federal sources to implement priority conservation activities; and
- Organize and lead outreach efforts including mailers, workshops, community events, and social media/webpages aimed to educate and to increase participation in KCCD programs.

### **Qualifications**

The successful candidate will have strong natural resource management background including education and experience, in combination with a desire to assist landowners to reach their stewardship goals. The candidate should be familiar with conservation planning techniques and local natural resource conditions and concerns. This position also requires strong experience using Geographic Information Systems (GIS) software, and other tools to locate, examine, and evaluate source materials as necessary for use in accurately depicting data geographically via digital mapping; and strong communication skills including verbal, technical writing, and presentation skills for the delivery of reports, briefings, and technology transfer to stakeholders, partners, resource managers and geospatial users. The candidate must also have the ability to work on multiple projects and adjust priorities as necessary based on program needs; and must be self-directed and motivated with an aptitude for troubleshooting and problem solving.

### **Essential Duties & Responsibilities:**

- Provide technical assistance to landowners and land managers to assess, plan and implement conservation practices that improve natural resource conditions

- Independently plan, organize and coordinate natural resource projects and programs as assigned
- Enhance public awareness and knowledge of the value of healthy natural resources and the need to maintain diverse, productive and resilient working lands
- Serve as the principal technical staff in charge of the Geographic Information Systems (GIS) at the District
- Administer geospatial databases and implement quality control and assurance guidelines for geospatial data projects
- Communicate GIS related data and information to District staff, Board of Supervisors and conservation partners in support of District programs and activities
- Assist with report writing, including status and final grant reports for assigned projects
- Perform other duties as assigned

### **Required Knowledge**

- A 4-year degree with preferred course work in one or more of the following areas: geography, agricultural sciences, soils, forestry, biology, environmental sciences, natural resource management, or a related discipline
- Two (2) years of direct experience working with private landowners on natural resource related issues similar to those in Kittitas County (e.g. irrigated agriculture, rangeland, forestry)
- Two (2) years of professional hands-on use of the KCCD's selected GIS software (ESRI ArcGIS10.2 or higher) and associated modules
- Understanding of USDA Natural Resources Conservation Service's conservation planning process, best management practices, and Farm Bill programs
- Knowledge of data integration, relational databases, and the ability to work with different map projections, data formats, and external agency data
- Knowledgeable in GIS data analysis techniques, spatial data queries, and data manipulation

### **Required Skills**

- Ability to work in a positive and professional manner with private landowners to develop, implement, maintain and revise conservation plans addressing natural resource concerns on their property
- Ability to manage programs and projects including planning, implementing and reporting components
- Strong competence in retrieval, assembly and analysis of geographic information from internal data stores and online sources
- Strong data maintenance and cartographic design experience as well as attention to quality and accuracy of content
- Effective written and verbal communication skills with a diversity of cooperators, co-workers, and others
- Self-motivated, able to work independently and in groups, and work efficiently and honestly
- Demonstrable organizational, report and informational writing, and research skills

- Computer literacy (word processing, spreadsheets, and database management) is required at an intermediate level or higher
- Ability to organize and plan own schedule of activities related to work goals in order to coordinate multiple projects and timelines with flexible scheduling
- Ability to physically perform the tasks of the job in the field by traversing uneven ground in varied weather conditions and occasionally carrying up to 50 pounds of equipment and/or materials
- Must have, or be able to obtain, and maintain a valid Washington State driver's License.

### **Preferred Knowledge & Skills**

- Strong familiarity with hazard mitigation, planning & preparedness, public education, and fire science concepts associated with the wildland/urban interface
- Certified Wildland Fuels Mitigation Specialist ([National Fire Protection Association](#)) or ability to achieve this certification within 12 months
- Strong familiarity with local agricultural practices and conservation practices.
- [NRCS Certified Conservation Planner](#) or ability to achieve certification within a reasonable time-frame (contingent on training availability)
- Strong familiarity with [Kittitas County Voluntary Stewardship Program](#)'s purpose and goals
- Facilitation skills to be used in meetings and interactions between partners (local, state and federal) and private landowners participating in collaborative efforts including but not limited to the [Kittitas Fire Adapted Communities Coalition](#) and the Kittitas County VSP [Watershed Group](#)
- Experience writing grant proposals to private, local, state or federal sources

This position's starting wage range is \$45,936 to \$56,376 DOQ. This position receives annual leave, family/medical leave, holidays, medical insurance and retirement benefits. Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

This is a grant-funded position. The position is also subject to an "employee at will" doctrine.

The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



# Kittitas County Conservation District

2211 W Dolarway Rd, Ste 4  
Ellensburg WA 98926  
509-925-3352

The KCCD is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.

**COMPLETE ALL INFORMATION. INCOMPLETE APPLICATIONS MAY DELAY OR DISQUALIFY YOU.**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State Zip Code*

Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Are you 18 years or older?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever worked for this company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, when?
Do you possess a valid driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
I have read the job description and can perform the duties without an accommodation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, explain:
Do you have any relatives working for the Kittitas County Conservation District?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:

**EDUCATION**

<b>High School:</b>		<b>City &amp; State:</b>	
From:	To:	Did you graduate? Yes      No <input type="checkbox"/> <input type="checkbox"/>	Degree:
<b>College:</b>		<b>City &amp; State:</b>	
From:	To:	Did you graduate? Yes      No <input type="checkbox"/> <input type="checkbox"/>	Degree:
<b>Other:</b>		<b>City &amp; State:</b>	
From:	To:	Did you graduate? Yes      No <input type="checkbox"/> <input type="checkbox"/>	Degree:
<b>Relevant Professional Certificates and/or Licenses:</b>			

**PREVIOUS EMPLOYMENT**

*Resumes may be attached but will not be accepted as a substitute for completing this section and are not used in the initial screening process. Beginning with your present or most recent employment, list all your work experience for at least the last ten years, including periods of self-employment, volunteer activities, & U.S. military service. Attach separate sheets if necessary.*

Company: _____	Phone: (    ) _____
Address: _____	Supervisor: _____
Job Title: _____	Starting Salary: _____ Ending Salary: _____
Responsibilities: _____	
From: _____	To: _____ Reason for leaving: _____
May we contact your previous supervisor for a reference?	Yes      No <input type="checkbox"/> <input type="checkbox"/>

Company: _____	Phone: ( ) _____
Address: _____	Supervisor: _____
Job Title: _____	Starting Salary: _____ Ending Salary: _____
Responsibilities: _____	
From: _____ To: _____ Reason for leaving: _____	
May we contact your previous supervisor for a reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Company: _____	Phone: ( ) _____
Address: _____	Supervisor: _____
Job Title: _____	Starting Salary: _____ Ending Salary: _____
Responsibilities: _____	
From: _____ To: _____ Reason for leaving: _____	
May we contact your previous supervisor for a reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>

REFERENCES	
Full Name: _____	Relationship: _____
Company: _____	Phone No.: _____
Address _____	Email: _____
Full Name: _____	Relationship: _____
Company: _____	Phone No.: _____
Address _____	Email: _____
Full Name: _____	Relationship: _____
Company: _____	Phone No.: _____
Address _____	Email: _____

**DISCLAIMER AND SIGNATURE**

I hereby certify that the information contained in the employment application I submit to the Kittitas County Conservation District is true and complete to the best of my knowledge. I understand that material omissions or falsification of this application in any detail may result in my disqualification from consideration for employment or for dismissal from employment.

I understand that upon offer and acceptance of a position with the Kittitas County Conservation District I will be required to immediately furnish documentation establishing my identity and eligibility to be legally employed in the United States.

I understand that the Kittitas County Conservation District is in no way obligated to provide employment and also that I am in no way obligated to accept employment, if offered. This application does not bind either party, and the statements contained herein do not constitute and should not be interpreted to constitute any sort of contract of employment for a specific period of time.

Further, I am also aware that if I am hired by the Kittitas County Conservation District, my employment is at-will. Employment may be terminated with or without cause at any time by me or by the Kittitas County Conservation District. Terms and conditions of employment with the District may be modified at the sole discretion of the Kittitas County Conservation District with or without cause and with or without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Applicant Authorization for Release of Information**

I, \_\_\_\_\_, authorize the Kittitas County Conservation District to contact all of my former or present employers for the purposes of verification and reference. This may include information of a confidential or privileged nature, to include but is not limited to contacting any references, and/or contacting anyone else who might be familiar with my past job performance. I knowingly and voluntarily release the Kittitas County Conservation District, its individual employees and Board members, and all my former or present employers, and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the Kittitas County Conservation District request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the Kittitas County Conservation District requests. A photocopy of this signed Authorization is as valid as the original and shall be provided upon request to anyone from whom information is requested in determining my job qualifications. This release will expire at the end of the recruitment period.

Signature \_\_\_\_\_

Date \_\_\_\_\_