

POSITION DESCRIPTION

Invasive Species Specialist Employee of the Dubois County Soil & Water Conservation District

POSITION SUMMARY

This professional position provides support to the Daviess, Dubois and Martin County Soil and Water Conservation Districts in carrying out the SWCDs' programs, in conformance with the purpose of the SWCD as defined in the Indiana District Law (IC 14-32).

This full time position performs the technical work necessary for implementing invasive species and forestry programs and practices. It involves clerical, communication and public relations skills, and the ability to work with the general public. Salary (\$30,000 annual, estimated) provided through a three-year Clean Water Indiana Grant, to terminate December 31, 2020.

PRIMARY RESPONSIBILITIES

- a) Understand the purpose, powers, programs, and responsibilities of a SWCD;
- b) Create and coordinate the activities of the Daviess and Martin County Cooperative Invasive Species Management Areas, Coordinate the Invasive Species Awareness Coalition of Dubois County, and maintain a close working relationship with Southern Indiana Cooperative Invasives Management;
- c) Work with landowners to plan conservation practices that address natural resource concerns related to invasive species, successional land, and forestry;
- d) Work closely with landowners to control invasive species on private lands;
- e) Conduct public workshops and seminars on invasive species and forestry practices;
- f) Responsible for promotional materials regarding invasive species and noxious weeds, including press releases, media contacts, newsletter articles, banners, etc.
- g) Work closely with the Daviess, Dubois, and Martin County Highway Departments and Weed Boards, and other county agencies and municipalities to control invasive species on public lands;
- h) Provide outreach to retailers in project area and encourage the use of local plant materials only.
- i) Work with the Natural Resources Conservation Service (NRCS), Indiana State Department of Agriculture (ISDA), Department of Natural Resources (DNR), and other Soil and Water Conservation District (SWCD) personnel to plan and complete conservation practices;
- j) Educate landusers about programs that provide technical and financial assistance for conservation practices;
- k) Maintain detailed records and reports for allocation of grant monies; attend monthly SWCD meetings
- l) Work with landowners and timber industry professionals to promote good forestry practices;

- m) Assist landowners with TSI and brush management on public and private lands;
- n) Assist with SWCD grant funded programs.
- o) Performs other duties as requested by the SWCD Supervisors.

POSITION REQUIREMENTS

- a) Bachelor of Science in Forestry preferred, or a degree from an accredited university or college in physical, environmental, or earth science. Applicable experience in invasive species and forest management methods required.
- b) Excellent oral and written communication skills.
- c) Excellent organizational skills and ability to prioritize variable workload. Able to schedule day to day tasks without direct supervision.
- d) Ability to use a computer for word processing, data, and financial management.
- e) Ability to work either indoors or out, in all types of weather conditions. Long periods of walking and lifting are possible.
- f) Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the SWCD.
- g) Ability to interpret maps, charts, and graphs.
- h) Must maintain a commercial pesticide applicator certification.
- i) Willing to attend periodic conferences, workshops, and training programs to maintain awareness of current conservation issues. Travel outside the offices and the county on behalf of the SWCDs will be necessary and will be reimbursed at a rate determined annually by the Supervisors in accordance with county employee policies.
- j) A valid Indiana driver's license, good driving record, and reliable transportation are required.
- k) Must pass USDA Security Clearance as a condition of employment.

SUPERVISORY RELATIONSHIPS

- a. This SWCD staff position is ultimately under the supervision of the Dubois County Soil and Water Conservation District Supervisors; the SWCD Executive Director provides day to day supervision. Performance appraisal of this employee will be completed by the SWCD Executive Director, and decisions regarding disciplinary actions and termination of employment are the responsibility of the Dubois County Soil and Water Conservation District Supervisors.
- b. Incumbent is considered a salaried employee of the Dubois County SWCD. No health or retirement benefits are included in the salary. Incumbent will follow certain employee policies as set forth in the Dubois County Employee manual.

EVALUATION OF PERFORMANCE

- a. The incumbent will be subject to a 90-day probation period. Upon successful completion of the probation period, the Executive Director and Supervisors will provide the incumbent with a performance appraisal after the first 180 days on the job and then at least once per year after that date.
- b. Performance shall be measured against duties set forth in this job description and the manner in which they are performed (quantity, quality of work, and timeliness).

- c. The Executive Director and Supervisors may seek input from other staff in performing this appraisal, but the Supervisors have final authority on decisions relative to performance appraisals and personnel actions.
- d. The Dubois County Soil and Water Conservation District Supervisors have the right to review and update the job description whenever deemed necessary.

WORK SCHEDULE

Normal work hours will be 8:00 a.m. until 4:00 p.m., Monday through Friday. Work hours may be extended to reflect work load demands. Attendance at night meetings or weekend activities will be necessary. Sick leave and other leaves of absence must be approved by the Dubois County Executive Director. All leave time will be unpaid.

WORKING CONDITIONS & PHYSICAL DEMANDS

Position includes field work in the Clean Water Indiana grant project area. Incumbent should be in good physical condition and capable of walking and carrying hand tools, sprayers, and other equipment in extreme temperatures. On the job training will be provided as necessary. Daily work hours may vary.