

POSITION DESCRIPTION

Watershed Specialist Knox County Soil and Water Conservation District

POSITION SUMMARY

This full-time position performs the work required to fulfill the obligations of grant funded watershed projects.

PRIMARY RESPONSIBILITIES

1. The Specialist shall design and conduct water quality monitoring programs in accordance with guidelines established by relevant state and federal agencies.
2. The Specialist shall schedule, plan, and conduct public meetings to collect input on natural resource concerns in targeted watersheds.
3. The Specialist shall develop a steering committee of concerned citizens and work with the committee to develop watershed plans.
4. The Specialist shall write watershed management plans for targeted watersheds.
5. The Specialist will manage cost-share programs and perform other tasks related to the implementation of watershed management plans.
6. Other related duties as assigned.

POSITION REQUIREMENTS

1. Bachelor's Degree or equivalent experience in a natural resources field such as hydrology, biology, environmental science, or resource management as well as two years professional experience in a related field;
2. Familiarity with GIS.
3. Good communication skills;
4. Good organizational skills and the ability to prioritize a variable workload;
5. Professional appearance and comportsment;
6. A valid driver's license.

SALARY AND BENEFITS

Salary is commensurate with experience. Benefits include health insurance, and paid holidays, vacation, and sick leave.

SUPERVISORY RELATIONSHIPS

1. This position reports to the Knox County SWCD CEO. Decisions regarding salary and other compensation, disciplinary actions, and termination of employment are made by the Knox County SWCD Board of Supervisors with counsel from the CEO.
2. Paid holidays, vacation leave, sick leave, leave of absence, and employee conduct will follow the Knox County Personnel Policies Handbook.
3. The incumbent is considered an employee of Knox County.

EVALUATION OF PERFORMANCE

1. The incumbent will be subject to a one-year probation period. The CEO will perform a quarterly performance evaluation during the probationary period and annually thereafter.
2. Performance shall be measured against duties set forth in this job description and the manner in which the duties are performed.
3. The Knox County SWCD CEO may review and update the job description with input from the incumbent.

CONTACT

To apply for the position, please send a resume and three professional or scholastic references to Troy Hinkle at troy.hinkle@in.nacdnet.net. Questions may also be submitted to troy.hinkle@in.nacdnet.net.