

**Sherman County Soil and Water Conservation District  
Sherman County Area Watershed Council**

**JOB DESCRIPTION**

Position Title: Watershed Coordinator

Work Location: Moro, Oregon

FLSA Status: Non-exempt

Reports To: District Manager

Status: Full-Time

Compensation: \$37,696-\$51,713 Depending on Experience

**General Position Summary**

The Sherman County SWCD is looking for a hardworking, motivated individual to join our staff. This position is a full-time, at will position, benefits included. The Watershed Coordinator is responsible for the smooth functioning of the Sherman County Area Watershed Council administered by Sherman County SWCD. The Coordinator organizes meetings, writes and edits documents and coordinates projects on behalf of the watershed council. The position is located in Moro, Oregon and will work throughout Sherman County. The position will be supervised through the Sherman County Soil and Water Conservation District and Watershed Council.

**Benefits**

Medical/dental/vision benefits will be provided at a rate designated annually by the SWCD board of directors. Sick leave and annual leave will be accrued each month. Eleven paid holidays. Benefits begin after the probationary period is completed. Retirement benefits begin after one year of employment.

**Essential Functions / Major Duties**

1. Coordinate and Administer Established Watershed Council in Sherman County
  - a. Organize and advertise meetings
  - b. Produce and distribute minutes of council meetings
  - c. Follow up action items from meetings
  - d. Plan, coordinate and monitor projects in cooperation with other SWCD staff
2. Coordinate and Administer Watershed Projects and Data
  - a. Support the Council as it implements watershed programs based on the Sherman County Area Watersheds Action Plan in cooperation with federal, state, and local agencies; landowners; private groups; and the general public
  - b. Researching, writing and submitting grant proposals. Tracking grant implementation and preparing and submitting written reports to document grant fund utilization.
  - c. Write watershed assessments and/or maintain action plans together with Watershed Council members and technical advisors.
  - d. Monitor important aspects of projects as assigned, documenting success and failure
  - e. Develop and maintain a GIS geodatabase that will allow easy access and querying capabilities to valuable information regarding current and past restoration projects located throughout the watersheds.
3. Coordinate and administer Sherman County local Small Grant Team

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- a. Organize Small Grant Team meetings
  - b. Distribute minutes of team meetings if needed.
  - c. Work with applicants to put together project applications
  - d. Prepare contracts, fund requests and reports
4. Provide Public Outreach and Education
- a. Participate in educational opportunities, including workshops, tours, youth activities as a district representative
  - b. Maintain Watershed Council website and Facebook page
  - c. Work closely with the local schools and other organizations for conservation and watershed education
  - d. Assist the District in the administration of their Watershed Education Grant
  - e. Assist with fair booth and District/WC displays as needed

### **Secondary Functions**

1. Represent the Sherman County Area Watershed Councils on regional boards and at regional meetings
2. Develop and maintain landowner and agency contacts
3. Provide technical support for projects and inspection of practices, according to NRCS guidelines.
4. Other duties as assigned.

### **Specific Job Skills**

#### *Required Job Skills:*

1. Problem-solving skills with diverse groups of people
2. Ability to perform the listed duties both as a team player and independently
3. Advanced written and oral communication skills in English
4. Ability to write successful grant applications
5. Computer proficiency, in particular with Microsoft Office Suite
6. Ability to establish work priorities and manage time effectively
7. Physically able for “on-the-ground” field activities
8. Valid driver’s license

#### *Desired Job Skills:*

1. Knowledge of Geographic Information Systems, in particular with ESRI ArcGIS
2. Knowledge of programs and laws pertaining to watershed restoration in Oregon
3. Knowledge of roles of Watershed Councils, SWCDs, and agencies in watershed activities
4. College degree strongly preferred
5. Knowledge of the social, ecological and economic structure of the Columbia Plateau
6. Background or training in agricultural planning, including NRCS planning procedures
7. Position may entail Coordinator to perform some of the same duties as a *Conservation Technician* (field work, technical advice/designing/construction of projects etc.)

### **Demands / Complexity**

The Watershed Coordinator’s specific projects and duties are described in the SWCD Annual Plan of Work. The Coordinator will work with the SWCD District Manager to develop each new Annual Plan. Projects that fall outside of the scope of the Annual Plan must be added to the Annual Plan by formal action of the SWCD.

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The Watershed Coordinator generally has latitude to make day-to-day and week-to-week decisions regarding work assignments, tasks, priorities and deadlines. However, priorities and deadlines may be readjusted by the District Manager.

Duties may be carried out in a wide diversity of settings, including the SWCD office, public locations, and field visits to private lands. A district vehicle will usually be available for approved travel.

Coordinator's duties include representing the Watershed Council and Small Grant Team in correspondence and in public statements. However, the coordinator does not have authority to set policy or enter into agreements for either the SWCD or the Watershed Council without prior approval by that entity. The Coordinator may interpret policy specifically adopted by Watershed Council, but not by the SWCD Board. Correspondence and public statements that pertain to SWCD policy or agreements must be approved by the District Manager.

Technical information or assistance provided to the Watershed Council or the general public should meet NRCS standards and specifications and should be approved by an NRCS certified planner.

The Coordinator is responsible for maintaining records of all council agendas, minutes, correspondence, project proposals and applications, data collected and presented to councils, and other documentation of council activities. The Coordinator works with the District Manager to ensure that fiscal records are accurate and up to date.

### **Supervisory Responsibility**

The position falls under the direction of the Sherman SWCD Board of Directors, SWCD District Manager, and the Council Coordinator Supervisor. The Watershed Coordinator may have supervisory authority over volunteers, including both short- and long-term volunteers, such as AmeriCorps or RARE. The Coordinator will not have supervisory authority over any permanent paid employees.

### **Education / Experience**

Knowledge of farming and ranching practices is essential. Education in any agriculture or natural resources field is beneficial to the position. A Bachelor of Science or Associate of Science degree is desirable, although not required.

### **Working Conditions**

The Council Coordinator's working conditions are office environment 75%; local travel and field work and other travel 25%. Office work involves data analysis, plan formulation, report and grant writing, and meeting planning and attendance. Attendance at night meetings may be required. Employee must be willing to work in a variety of job conditions ranging from field work in summer heat and winter cold to office work. Employee can expect interruptions during their tasks at work to answer questions or fulfill various immediate needs tasks around the office. Occasional overnight travel will be required to represent the Council at various seminars and conferences.

### **Additional Information**

Salary increases are subject to funding availability, job performance and determined by the District Manager and SWCD Board. We follow the Federal General Schedule (GS) pay scale.

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MAIL, EMAIL OR DELIVER YOUR COMPLETED APPLICATION MATERIALS  
TO:

Sherman County SWCD  
PO Box 405/2004 First St  
Moro, OR 97039  
Telephone: (541) 565-3216  
Email: [amanda.whitman@or.nacdnet.net](mailto:amanda.whitman@or.nacdnet.net)

COVER LETTER AND RESUME ARE DUE BY MAIL OR IN PERSON TO  
SHERMAN COUNTY SOIL AND WATER CONSERVATION DISTRICT

Incomplete applications will not be considered.

Sherman County Soil and Water Conservation District does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Sherman County SWCD is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.