

# Sherman County Soil and Water Conservation District

## PROGRAM ASSISTANT

Reports to: District Manager  
Status: At Will Employee  
FLSA Status: Non-exempt  
Status: Full-time  
Compensation: \$19.39- \$24.00 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 Program Assistant is responsible for providing assistance as assigned to District and NRCS staff in a variety of ways. The Program Assistant will assist in clerical duties, grant management, outreach and education along with providing NRCS with programmatic technical and clerical assistance on Farm Bill programs. 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.

### **Benefits**

Medical/dental/vision benefits will be covered fully by Sherman County SWCD. Annual leave and wellness leave will be accrued each month. Twelve paid holidays. Benefits begin after the probationary period is completed. Retirement benefits begin after one year employment.

### **Essential Functions / Major Duties**

1. Assist in Coordinating and Administering Watershed Projects and Data
  - a. Support the SWCD and Watershed Council as it implements watershed programs in cooperation with federal, state, and local agencies; landowners; private groups; and the general public
  - b. Manage/organize grant documentation.
2. Provide Clerical Assistance to both the SWCD and NRCS
  - a. Use Microsoft Office Suite to type correspondence, reports, and to create spreadsheets
  - b. Records management including labeling, filing, and document retrieval
  - c. Making copies, document assembly, preparations for meetings, assist with outreach workshops
  - d. Customer assistance such as answering calls, email correspondence, walk-in assistance
  - e. Obtaining client signature on contract and eligibility documents, and scanning and uploading documents to NRCS's online Document Management System (DMS)
3. Technical Assistance
  - a. Assist staff and clients in the development of conservation plans for program participants.
  - b. Assist in surveys, staking, inspections, site visits, and photography using GPS photo points

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- c. Assist in field visits, which may include helping load/unload/operate UTV's over rough terrain safely

### **Secondary Functions**

1. Participate in educational opportunities, including workshops, tours and youth activities
2. Help maintain the SWCD website and social media platforms
3. Develop and maintain landowner and agency contacts
4. Other duties as assigned.

### **Specific Job Skills**

#### *Required Job Skills:*

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

#### *Desired Job Skills:*

1. Knowledge of Geographic Information Systems, in particular with ESRI ArcGIS or similar mapping systems
2. Knowledge of roles of SWCDs, Watershed Councils, and agencies in watershed activities
3. College degree strongly preferred
4. Background or training in agricultural, including range and cropland practices and NRCS planning procedures
5. Position may entail Program Assistant to perform some of the same duties as the Watershed Technician (field work, technical advice/designing/construction of projects etc.)

### **Demands / Complexity**

The Program Assistant will assist in all aspects of the day-to-day events at the SWCD. 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.

The Program Assistant must be able to work independently, in a diverse work environment with minimal supervision, including prioritizing daily work tasks and scheduling meetings. The Program Assistant is responsible for documenting their own time for reporting purposes.

This position works with public employees at all levels both within and outside the Soil and Water Conservation District, other government agencies, federal, state and local officials and the public.

### **Background Screening**

The USDA Natural Resources Conservation Service (NRCS) requires everyone who uses USDA equipment and has access to producer records to pass a background screening and receive a favorable adjudication. This is essential for employment with the District.

### **Supervisory Responsibility**

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The position is supervised by the SWCD District Manager. It will not have any supervisory roles.

**Education / Experience**

Minimum education requirement is a high school diploma or GED certificate. Knowledge of farming and ranching practices and base office procedures 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. Familiarity with Sherman County's natural resource concerns is preferred.

**Working Conditions**

Working conditions for this position is mostly office environment, though travel to meetings, training and field work with technicians is also expected. 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. The Program Assistant may be required to work some long days and evenings, including occasional overnight travel.

**Compensation**

Compensation will be based upon qualifications and experience. Salary increases subject to funding availability, job performance and determined by the District Manager and SWCD Board. We follow the Federal General Schedule (GS) pay scale.

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 or (541) 705-5070

Email: [amanda.whitman@or.nacdnet.net](mailto:amanda.whitman@or.nacdnet.net)

COVER LETTER AND RESUME ARE DUE BY MAIL, EMAIL 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.

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