

**Jefferson County
Position Description**

Name: _____ **Department:** Land and Water Conservation

Position Title: Water Resource Management
Specialist **Pay Grade:** 8 **FLSA:** Non-exempt

Date: January 2021 **Reports To:** Land and Water Conservation Director

Purpose of Position

Provides expertise and services in the management of land and water resources. Helps landowners and the public solve environmental issues, protect water resources, follow environment laws, and take part in conservation-related and education opportunities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides technical expertise and education to other County Departments, County Committees, resource organizations and citizens on lakes, rivers, ground water, aquatic invasive species, and wetland issues/concerns, laws, programs, and management.
- Develops, updates, and assists with implementation of lake and aquatic plant management plans. Performs water quality, aquatic plant, and other resource monitoring in order to determine trends on lakes and rivers and to aid in management plan development.
- Facilitates and participates in meetings of resource organizations and the public to achieve consensus on management decisions/recommendations.
- Implements cost-sharing programs that protect water resources and prevent erosion: assists landowners and operators with practice selection, assists with engineering of practices, completes contracts and maintenance agreements, assists with State and County permits if applicable, inspects installation of practices to ensure compliance with relevant standards, and assists with financial aspects of the programs.
- Trains citizens how to perform lake and stream water quality monitoring, how to monitor for aquatic invasive species, how to educate boaters about aquatic invasive species laws, and how to implement purple loosestrife biocontrol. Communicates program information to volunteers, distributes equipment, performs field checks, assists with data entry as needed, and performs quality assurance checks on data.
- Provides local support and assistance in implementation of statewide aquatic invasive species communication and education priorities.
- Provides aquatic invasive species education and outreach to partners and stakeholders including an electronic newsletter that includes updates on activities and programs, program materials to bait shops, and posts on social media.
- Coordinates checks on aquatic invasive species signage at public access sites, enters sign data into a database, and replaces signs as necessary.
- Works with various partners, including the Department of Natural Resources, on tasks such as resource surveys, communications to the public on resource issues, and investigations into various

lake, river, and wetland issues. Works collaboratively with other County staff to achieve the development of maps used to display scientific data, land and water features, and conservation practice locations.

- Applies for and administers grants to fund water resources-related projects in coordination with relevant partners. Writes and submits final reports including any required financial accounting for the grants.
- Investigates and responds to citizen complaints and concerns involving water pollution, wetland disturbance, invasive species, excess manure spreading, manure runoff, and other agricultural and resource concerns.
- Assists in writing and amending County ordinances in collaboration with other departments, such as manure storage, shoreland zoning, and livestock siting.
- Assists with the update to the State-required Land and Water Resource Management Plan every 5 years.
- Organizes and attends public hearings on new or amended ordinances.
- Complies with County HIPAA Policies and Procedures, if applicable. Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Works on the County's Livestock Siting Ordinance: assists farmers with understanding process, reviews application/worksheets and associated nutrient management plans and engineering designs, attends Zoning meetings, attends public meeting, and inspects any construction to make sure it meets standards. Collaborates with State Department of Agriculture as needed.
- Assists with Department tree sale and distribution.
- Writes articles for Department newsletter and annual reports.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Agriculture, Agronomy, Environmental Sciences, Geography, Geology, Limnology or other closely related field; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Agriculture, Agronomy, Environmental Sciences, Geography, Geology, Limnology or other closely related field plus two years of experience; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Valid driver's license.

Knowledge, Skills, Abilities

- Ability to apply concepts of mathematics such as basic algebra and geometry, statistics, fractions, percentages, ratios, and proportions to practical situations.

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to effectively present information and respond to questions from groups of managers, partners, customers, and the general public.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out one's duties.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of Federal and State laws pertaining to department operations.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
