

LUCKIAMUTE WATERSHED COUNCIL COORDINATOR POSITION ANNOUNCEMENT

Opening Date: January 4, 2004
Closing Date: January 27, 2004
Start Date: Immediately

Time Frame: Half Time thru June 30, 2005
Starting Salary: \$1,250/mo

Section 1: INTRODUCTION

The Luckiamute Watershed Council, located in Monmouth Oregon, is seeking a half time Watershed Coordinator. Funding for this position, through June 30, 2005, is provided through a grant from the Oregon Watershed Enhancement Board. The Polk Soil and Water Conservation District will act as fiscal agent for the grant.

The coordinator will assist the Council in determining the direction of the council, developing consistent membership, identifying needs in the watershed, acting as an information resource, help develop and write the LWC Action Plan and coordinate the various projects arising from the soon to be completed watershed assessment. The coordinator will also seek grant funds, conduct educational related activities that may include; assessing the watershed and providing information to the public, developing an informational brochure, maintaining media contacts for event coverage, writing newspaper articles, organizing presentations to local school groups and other organizations, maintaining a web-site, coordinating community demonstration projects and organizing field trips.

Section 2: POSITION QUALIFICATIONS, DUTIES AND TRANSPORTATION REQUIREMENT

Applicants should, at a minimum, possess a degree in natural resources or related field. Professional level experience in resource planning and management may be substituted for part of the educational requirement. The Coordinator must have good organizational and communication skills and the ability to work with a variety of agencies, volunteers, and landowners. The Coordinator must provide his/her own dependable vehicle, be willing to use it for work-related travel and be willing to accept reimbursed at the current State of Oregon mileage rate. The Coordinator must keep expenses within budgeted travel limits. The Coordinator must possess, or obtain within 30 days, a valid State of Oregon driver's license and maintain automobile insurance with limits acceptable to the Luckiamute Watershed Council Personnel Committee.

DUTIES (May include but are not limited to the following nor are they listed in any particular order of importance):

- Become familiar with the watershed assessment, facilitate assessment related discussions, and monitor progress of the assessment.
- Explore various funding sources for Council operations, activities, and projects. Keep the Council informed of funding opportunities. Research, write, and submit grant proposals after receiving approval from the Council.
- Develop volunteer plans for priority projects.
- Research invasive weed data for the Luckiamute watersheds, schedule relevant speakers, and serve as the LWC liaison with the Willamette Invasive Weed Partnership and other such groups.
- Gather culvert data from landowners, county, state and federal organizations; coordinate development of culvert mapping and database efforts.
- Develop, draft and help the Council meet Work Plan objectives and deadlines.
- Become familiar with, encourage and track ongoing community projects. May involve development of an electronic tracking system.
- Develop contacts and relationships with stakeholders, including landowners, public schools, universities, and the general community.
- Develop internship opportunities, set up training etc.
- Effectively manage Council activities by helping to prepare agendas, distributing meeting information, and coordinating meetings.
- Manage, electronically track and prepare and submit written reports for projects receiving grant funds.
- Provide staff support to Council and Committee meetings.
- Participate in training and networking opportunities as approved.
- Attend bi-monthly Willamette Coordinators meetings.
- Support the Council in implementing watershed programs based on the watershed action plan in cooperation with federal, state, and local agencies; landowners; private groups; and the general public.
- Assist in developing and maintaining a consistent Council membership.
- Assist in the management of contracts with professionals working on Council activities and projects.

- Conduct a public education program to increase public awareness and participation in Council activities. This effort may include writing news articles; assisting in the development and production of brochures; staffing the Council's display at events; organizing Council sponsored educational tours; compiling and issuing resource information for the public; and representing the Council in appropriate forums as directed by the Council.
- Collaborate with Polk SWCD, Rickreall WC, and Glenn-Gibson WC.
- Provide planning and coordinate assistance on Council projects including directing landowners to available technical and financial assistance, assisting with project proposal development, and coordinating assistance to implement projects. Coordinate and manage volunteers assisting with the Council activities and projects.
- Research and present information on successful watershed restoration activities in other watersheds.
- Coordinate activities with other entities as directed by the Council. These may include but are not limited to, other watershed councils, cities, counties, state and federal agencies, SWCDs, Resource Conservation and Development areas (RC&D), Willamette Restoration Initiative (WRI) etc.
- Prepare and submit various written and oral reports on watershed activities to the Council and the Polk SWCD. Periodically document and report progress as required including maintenance of a daily job schedule.
- Other Duties as designated by the Luckiamute Watershed Council Personnel Committee.

Section 3: REVIEW OF PERFORMANCE

The Council understands that some of the listed coordinator duties will either be completed or become reprioritized during the course of employment. As this occurs or annually, as part of the coordinator's performance review, the employee and Personnel Committee will reallocate the time accordingly.

The Coordinator's job performance will be reviewed periodically by the Luckiamute Watershed Council Personnel Committee. The first six months of employment will be considered a probationary period. The probationary period affords the Council and employee an opportunity to evaluate each other and decide whether or not to continue employment. The Coordinator is considered to serve at the will of the Luckiamute Watershed Council and his or her employment with the Council can be terminated at any time. The employee will meet with the Council Personnel Committee at the end of one month, three months, and prior to the end of the six-month probationary period. A written assessment of performance signed by both parties will be included as part of the performance review. However evaluations can be conducted at more frequent intervals if necessary. The purpose of the review is to determine the amount and quality of work performed by the employee in accordance with the specified duties. Deficiencies may be an indication of needed training and outstanding performance levels may deserve special recognition and/or pay adjustments.

Section 4: WORK SCHEDULE/WORKING CONDITIONS

Half-time employees are required to work approximately 20 hours per week under a schedule to be negotiated. The schedule will be flexible to allow for adjusting work hours around meetings and other events that may take place during evening hours and/or weekends. The employee is expected to periodically review their schedule with the Council Personnel Committee.

The Coordinator will be housed in the Academic Program Support Building at Western Oregon University, Monmouth, Oregon. The Coordinator's work involves both office and outdoor work. Office work may involve data analysis, plan formulation, report and grant writing, computer work using various software programs and meeting attendance. The Coordinator will work independently and as a member of a team. Outdoor work may require regular and recurring physical exertion that requires walking, hiking, wading in water, and climbing in all types of weather and on steep or rough terrain. Field visits will be made to project locations to gather data and make assessments of needs. Occasional overnight travel may be required to represent the Council and their interests at various seminars and conferences. Work also requires attendance at night meetings of the Council and may include attending occasional District board meetings and/or meetings in which the Council has an interest.

Section 5: SUPERVISION

The Coordinator works under the guidance, direction, and supervision from the Luckiamute WC Personnel Committee. The Polk SWCD District will provide fiscal and logistical support such as timesheets, documentation of leave, worker's compensation, EEO, etc. The LWC and the Polk SWCD will provide orientation and training. Technical assistance may be provided by the USDA-Natural Resources Conservation Service (NRCS), OWEB or Polk SWCD as requested by the employee or by the Luckiamute Watershed Council Personnel Committee.

Section 6: BENEFITS

Retirement system participation may begin at six months (or sooner for those employees who previously worked for Public Employees Retirement System (PERS)). You become a PERS member after working six full calendar months for a PERS-covered employer in a qualifying position requiring at least 600 hours per 12-month period. That six-month "waiting period" cannot be interrupted by more than 30 consecutive working days.

Section 7: APPLICATIONS

COMPLETED APPLICATION MATERIALS MUST INCLUDE:

1) RESUME

2) PD-100 STATE OF OREGON EMPLOYMENT APPLICATION

You may obtain this form from the Polk SWCD, online at <http://www.oregonjobs.org/download.html>, or at local Employment agencies.

PLEASE NOTE:

- This is **NOT** a State of Oregon position. The Polk Soil and Water Conservation District is the employer of record for the Luckiamute Watershed Council. The PD-100 form will be utilized for ease of application.
- Complete all parts of the application form. References will be checked prior to the time of hire to verify information contained in your application and supplemental materials
- You **do not** have to fill out the Geographic availability section of the application. This position is in the Luckiamute Watershed Basin

3) SIGNED AND DATED RELEASE AND WAIVER FORM.

4) PLEASE RESPOND IN WRITING TO THE FOLLOWING QUESTIONS AND ATTACH TO YOUR APPLICATION FORM

- a) Explain in detail the knowledge, skills, abilities, and experience you have in developing or implementing watershed activities. Also detail how you effectively have worked with federal, state, or local agencies; landowners; private groups, or the general public.
- b) The position requires strong communication skills. Detail your skills and experience in utilizing written and oral communication methods when dealing with federal, state, or local agencies; landowners; private groups; volunteers, boards; or the general public.
- c) The position requires that you work independently and as a member of a team. Explain in detail how you would effectively carry out the duties listed in Section 2 of the position announcement.
- d) The position will require the use of computers. Explain in detail your knowledge, skills, abilities or experience in using the computer and how your skills will aid you and the Council in carrying out the listed duties.
- e) Explain in detail the knowledge, skills, abilities, or experience you have in successfully writing and obtaining grants.

MAIL OR DELIVER YOUR COMPLETED APPLICATION MATERIALS TO:

Polk SWCD

Attn: Jackie Hastings, District Manager

580 Main St, Suite A

Dallas, Oregon 97338

Telephone: (503) 623-9680 Ext. 101

APPLICATION MATERIALS ARE DUE January 27, 2004 BY 4:00 PM.

Faxed applications will be accepted, but must be followed by original document. We are not responsible for incomplete faxes.

Incomplete applications will not be considered.

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