



VACANCY NOTICE

*Interested applicants must submit a resume via email to:

Donna Cook/Human Resources at

dcook@co.shelby.in.us

DATE: December 29th, 2021

POSITION: Resource Specialist – Part time

LOCATION: Soil & Water Conservation District – **2779 S. 840 W. Manilla, IN 46150**

NUMBER OF HOURS: 28 Hours Weekly – **Monday through Thursday (year-round)**

DUTIES: See job description below

REQUIREMENTS: See job description below

PAY RATE: \$19.23 hourly

BENEFITS: Not Applicable

POSITION BEGINS: As soon as possible – January or February

APPLICATION DEADLINE: Open until filled

All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of interview. EOE

JOB DESCRIPTION/REQUIREMENTS ON NEXT PAGE

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Resource Specialist
DEPARTMENT: Soil and Water Conservation District
WORK SCHEDULE: Monday-Thursday - 28 hours weekly
JOB CATEGORY: Hourly

STATUS: Part-time

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Resource Specialist for the Soil and Water Conservation District, responsible for assisting land users in the creation or revision of conservation resource management plans.

ESSENTIAL DUTIES:

Completes conservation plans to address resource concerns, including completing engineering field surveys and designs structural erosion control practices to enhance water movement.

Works with land users and/or contractors to ensure proper installation and maintenance of control practices.

Schedules and maintains district-owned rental equipment and interprets and integrates agronomic technologies.

Implements GIS software to complete conservation plans and other reports for conservation programs.

Completes wetland compliance and highly erodible land determinations and completes twice-yearly inspection of local landfill.

Reviews Rule 5 Erosion Control plans for Indiana Department of Environmental Management and Rule 5 plan compliance.

Completes research for writing grants for additional funding, including section 319 and Clean Water Indiana grants.

Implements cost-sharing applications and programs to assist land-owners in proper installation of awarded grant-funded best management practices.

Attends a variety of meetings, including district meetings, area workshops, annual conferences, or other meetings, as assigned or required. Conducts small meetings to facilitate conservation planning and district functions.

Promotes and maintains liaison with federal, state and local agencies and groups to carry out conservation management activities.

Performs water quality monitoring/testing of Shelby County rivers and streams, of the landfill, and other designated areas.

Prepares and submits a variety of reports, including monthly project reports and Clean Water Indiana grant reports.

Performs related and/or other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma/GED.

Thorough knowledge of standard office policies and practices, with ability to apply appropriate procedures accordingly.

Thorough knowledge of Soil and Water Conservation District programs and policies, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Knowledge of department informational sources and materials, with ability to effectively assist land users and accurately maintain records and files.

Knowledge of standard English grammar, spelling, and punctuation, and ability to prepare reports, and assist district, Board, and members of the public accordingly.

Ability to operate a variety of equipment, including, but not limited to, telephone, copier, computer and printer, calculator, and surveying laser.

Ability to effectively communicate orally and in writing with Supervisors, co-workers, personnel from other government and social agencies, and members of the public in a courteous and tactful manner, including being sensitive to professional ethics, genders, cultural diversities and disabilities.

Ability to provide public access while maintaining confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace or personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to plan and present public speaking presentations, including speaking with youth and adults regarding conservation education.

Ability to effectively complete duties amidst frequent distractions, interruptions, and service to the public.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent exercises independent judgment to effectively assist members of the public and assure accurate and timely completion of all assignments. Judgment is also needed in selecting most pertinent guidelines, in interpreting precedents, and in adapting standard formulas, methods, or procedures to fit facts and conditions. Errors in work are generally detected through standard bookkeeping checks, and undetected errors could result in loss of time to make corrections and/or loss of money to the department.

Incumbent works with a flexible, customary routine schedule of duties, determining own priorities in accordance with Supervisors' directives and established dates and deadlines. Incumbent's work is periodically reviewed during monthly board meetings to assure compliance with department policies and procedures.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with Supervisors, co-workers, personnel from other government and social agencies, and members of the public for a variety of purposes, including assisting land users with erosion control structure designs, supplying data assistance, and providing and receiving information concerning building purposes, drainage and septic systems, and other environmental issues effecting natural resources.

Incumbent reports directly to Chairman of the Soil and Water Conservation District and Board of Commissioner's.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and often outdoors/in the field inspecting conservation conditions with exposure to outside elements. Regular duties involve, sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, speaking clearly, and hearing sounds/communication.