Position Announcement
Boone County Soil and Water Conservation District

Position Title: Beaver Creek Watershed Project Coordinator
Application deadline: August 31, 2023
Position Classification: Full-time
Position Location: SWCD Office Boone, Iowa
Position Salary: Salary will be based on attributes of the successful candidate.

The Boone Soil and Water Conservation District (SWCD) in collaboration with the Beaver Creek Watershed Management Authority (WMA), is looking for a dynamic, highly-motivated individual to implement the vision of the board of directors. This will be done by building trust and understanding with key stakeholders, municipal partners, landowners, and farm operators. The selected individual will help coordinate and drive forward implementation of systems-based water quality infrastructure improvements and soil health best management practices in the Beaver Creek Watershed.

The selected individual will work closely with ag producers, landowners, ag retailers, local, state and federal government agencies, private nonprofit organizations, and the public to educate, build demand for, and coordinate targeted, turnkey conservation practices and management systems. These practices and systems will deliver a variety of benefits including: improved water quality, water management, flood control and mitigation, protection of public roads, bridges and infrastructure, riverbank stabilization, recreational enhancements to water trails, and soil health/reduce soil erosion in the Beaver Creek watershed – a critical area of focus for the Des Moines Metropolitan Area.

The Beaver Creek WMA is a collaboration of 5 Soil & Water Conservation Districts and Counties (Boone, Dallas, Greene, Polk, and Webster) and 15 communities. The Beaver WMA is leading a multi-partnership, demonstration/educational watershed project combining agricultural and environmental concerns, interests and opportunities to find, deliver and share innovative, scaleable solutions that deliver multiple resource benefits, such as the ones described above. Local project partners include: Soil and Water Conservation Districts, member County and Cities, USDA Natural Resources Conservation Service, Iowa DNR, Iowa Department of Agriculture & Land Stewardship, Iowa State Extension, and other entities which have worked to find solutions to the resource concerns identified in the Beaver Creek Watershed Plan.

This Watershed approach will utilize a variety of traditional as well as evolving market-based strategies to deliver and accelerate participation and results, such as by offering incentive payment rates for conservation practices which aim to reduce nutrient load, improve soil health, and floodplain management in the watershed.

The current position has funding through an EPA Farmer to Farmer Grant awarded to the Iowa DNR with cooperation from Boone SWCD, and the Beaver Creek Watershed Management Authority. With demonstrated progress, additional funding in support of this critical position is
expected from other grant sources including Iowa Department of Agriculture and Land Stewardship.

Applicants can apply by submitting a cover letter and resume in person or by email to: Boone County SWCD, Christine.thompsonbolton@ia.nacdnet.net. Deadline – August 31, 2023

For more information please contact the Boone County SWCD at 515-432-2316, option 3.

Conditions of announcement - The Boone SWCD reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.

Position Description
Beaver Creek Watershed Project Coordinator

Introduction:
This position is responsible for coordinating the administrative and technical functions necessary to accomplish agreed to items outlined in the EPA – Farmer to Farmer Grant received by the Iowa Department of Natural Resources, Iowa Department of Agriculture and Land Stewardship (IDALS) – Water Quality Initiative, Beaver Creek Watershed Management Authority (WMA), and Boone Soil and Water Conservation Districts (SWCD) to address water quality issues in the Beaver Creek Watershed. The project will address areas of environmental concern which may include but are not limited to sedimentation, nutrients, soil health and floodplain management.

Description of Work:
Identify and promote stewardship practices that will engage local producers within the Beaver Creek Watershed to improve soil health and water quality. Work with producers/landowners to implement and retain Iowa’s Nutrient Reduction Strategy (NRS) practices within the designated project watershed. Enhance partnerships and identify key roles to help increase education and outreach efforts in order to implement and retain NRS practices within the watershed. Assist with Watershed Management Authority activities and partnerships

Collaborate with appropriate agencies, groups, and individuals that can affect the success of the targeted project areas. Planning and leading group meetings as well as one-on-one meetings with project sponsors, cooperators, stakeholders and other participants.

Work one-on-one with farmers, landowners and other agricultural stakeholders, including cooperatives and retailers to implement best management practices that are designed to maintain or improve the quality of the water supplies in the targeted work area. Examples of practices to be implemented may include cover crops, bioreactors, saturated buffers, wetlands, terraces, water and sediment control basins, no-till farming, grass seeding, stream bank and riparian management, and other nutrient reduction strategy conservation practices.

Perform professional and technical duties that relate to assessment, evaluation, and implementation of best management practices designed to improve soil and water resources in the targeted work area.

Research, plan, and implement an information and education program to raise awareness and encourage implementation of practices. Examples of activities may include informational meetings, field days, newsletters and local media coverage, workshops, and recognitions for active participants.
Evaluate project activities on an ongoing basis, working with local partners and stakeholders to prioritize current and future project activities. Build relationships with local and regional agricultural partners including retailers, cooperatives, agronomists, and agricultural extension professionals.

Use current technology and tools, such as GIS, to identify resource needs and identify innovative solutions. Utilize monitoring and measurement techniques to evaluate progress toward meeting project goals and implementation of solutions. Assist the SWCD in identifying other water quality programs and assisting as needed in applying for funds through those programs as appropriate.

Work with project advisory and stakeholder groups to complete annual plan of operations and budgets, as applicable, for projects. Complete and submit all necessary financial and progress reporting documents in accordance with contract deadlines.

**Minimum Requirements:**

- Understanding of state, federal and local environmental laws, rules and regulations and their application, including but not limited to Code of Iowa Title V Agriculture, Subtitle 1 (Agriculture and Conservation of Agricultural Resources) and Title XI Natural Resources, Subtitle 2 (Lands and Waters); and the USDA Natural Resources Conservation Service and the Iowa Stormwater Management Manual Standards and Specifications.
- High level of initiative, effort, attention to detail and commitment displaying ability to complete assignments efficiently with minimal supervision.
- Awareness of basic water quality and flood risk issues in rural and urban areas including, but not limited to, stormwater management, soils and their capabilities, wetlands, streams and aquatic and biologic resources.
- Knowledge of various methods of financing local and regional environmental projects and ability to develop grant proposals for submission to various funding sources.
- Ability to interpret and apply policy, cooperate with supervisors and align behavior with the goals of the District.
- Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, make sound decisions and recommendations, and report findings and analyses, orally or in written form.
- Ability to simultaneously manage multiple projects and activities during project coordination and administration.
- Ability to complete practice designs on a computer, lay out the practice on the land, and inspect and certify the installation of a practice.
- Skills in effectively exchanging ideas and information with individuals or groups by listening and responding appropriately, both orally and in writing, displaying ability in mediation, negotiation and consensus building.
- Ability to establish and maintain effective working relations with agency staff, government officials, private sector business representatives and the general public.
- Ability to establish a baseline, monitor and show changes that occur.
• Ability to prepare monthly and quarterly reports, annual plan of operations, budget, and annual narrative report.

• Skills in operating a computer to enter, retrieve, review or modify data in computer database.

• Valid license to drive in the state of Iowa and ability to safely operate a car, pickup truck, van or SUV.

**Education/Experience Requirement:**
Bachelor’s degree in agriculture or other natural resources related field. However, a combination of any other relevant education and/or experience that demonstrate the required knowledge and abilities for the position will be considered.

**Work Schedule:**
Normal working hours are Monday-Friday 8:00 a.m. – 4:30 p.m. with one-half hour unpaid lunch. Occasionally the job may necessitate evening, weekends, and/or overnight meetings, functions, or training for which the Board reserves the right to flex and/or authorize comp time.

**Accountability:**
This job is performed under general supervision and administration by the Boone County Soil and Water Conservation District. Day-to-day guidance and work coordination will be performed by the respective NRCS District Conservationist in Boone County. The assigned duty station for the position is Boone County, however the employee’s time will be spent working in all counties within the Beaver Creek Watershed.

**Salary:**
Starting salary is negotiable and ranges from $52,000 to $55,000 depending upon experience. The commissioners may grant performance-based pay raises in line with their salary schedule.

**Benefits:**
Position includes Holiday, Annual Leave, Sick Leave, IPERS and ACA compensation.

**Holiday Pay:** Holiday pay is limited to New Year’s Day, Martin Luther King, Jr’s Birthday, Memorial Day, Fourth of July, Labor Day, Veteran’s Day, Thanksgiving, Friday after Thanksgiving and Christmas.

**Annual Leave:** may be used to cover time off. It will be earned at 4 hours per pay period or 104 hours (13 days) per year during the first three years.

**Sick Leave:** may be used to cover time off for medical needs. It will be earned at 4 hours per pay period or 104 hours (13 days) per year.

**Iowa Public Employees' Retirement System (IPERS):** The employee and District contribute a set percentage of the employee’s pre-tax pay to IPERS.

**Health Care:** As a health care plan is not currently available to the SWCD employee, ACA compensation will be provided as an hourly amount to the employee as part of their salary.

This project is supported through a grant from the U.S. Environmental Protection Agency. Technical assistance is provided by the U.S. Department of Agriculture - Natural Resources Conservation Service.

The Boone Soil and Water Conservation District are Equal Opportunity Employers and will not discriminate for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.