



Kittitas County Conservation District

2211 W Dolarway Rd, Ste 4, Ellensburg WA 98926 • Phone (509) 925-3352 • Fax (888) 546-0825

Kittitas County Conservation District Seeking Resource Technician I

The Kittitas County Conservation District is seeking a qualified individual to fill an existing Resource Technician I position. This is a full-time grant funded position focused on providing technical assistance to landowners and land managers, collecting and managing natural resource data, coordinating project implementation, and assisting with administrative and education/outreach tasks as needed.

The Resource Tech I position is part of a dynamic team of resource professionals working to implement the vision of the Kittitas County Conservation District. Our vision is to be recognized by all private landowners as a source of financial, technical and educational assistance in Kittitas County; and by local, state and federal authorities as the organization of choice to implement on-the-ground stewardship activities. We serve the citizens of our community (county, state, country) to ensure the long term use of natural resources in an economically, socially and environmentally sustainable manner using non-regulatory, voluntary approaches.

How to apply:

- Review the attached Position Description.
- Complete the KCCD Job Application Form.
- Attach a current resume (not to exceed 2 pages)
- Complete a cover letter (not to exceed 1 page) describing your interest in the position and highlighting your skills and abilities.

Submit your completed Job Application form, resume and cover letter via US Mail or in person to:

**Anna Lael, District Manager
Kittitas County Conservation District
2211 W Dolarway Road, Ste 4
Ellensburg, WA 98926**

Electronic submissions are acceptable to the e-mail address below, however individuals submitting via e-mail are solely responsible to ensure that their completed application, resume and cover letter are received timely. Fax submissions are not acceptable.

a-lael@conservewa.net

**Position is open until filled. First review of applicants
will occur after January 23, 2018.**

Title: Resource Technician I

Introduction

As part of the District team, the person in this position works proactively to collect and manage natural resource data; assist private landowners and land managers to develop and implement conservation practices on the landscape; and oversee implementation of projects. This position also includes assisting with project administrative duties as needed, conducting educational and outreach activities related to the improvement of natural resources on private lands, and assisting with general District operations.

Primary Job Responsibilities

The primary responsibility of the Resource Technician I is to assist the District team with natural resource data collection, project development and project implementation. Duties include the following:

- Assist with or lead the planning and implementation of natural resource related measuring and monitoring programs (e.g. stream flow monitoring, fish passage barrier assessments and inventories, etc.), including field work, data entry and reporting.
- Assist with providing sound technical services, advice and information to landowners and cooperators to improve natural resource conditions in a voluntary manner through proven best management practices.
- Independently and as a team, plan, organize and coordinate the implementation of projects with and for landowners and land managers.
- Plan and manage riparian planting activities in close coordination with District construction projects, includes managing WCC crew schedules, locating appropriate plant stock, and procuring additional supplies.
- Assist with report writing, including status and final grant reports for assigned projects.
- Perform other duties as assigned.

Qualifications

Candidate must be a US citizen. This position requires an individual with strong natural resource management based knowledge/experience, in combination with a desire to assist landowners in reaching their stewardship goals. The desired candidate must also have the ability to work on multiple projects and adjust priorities as necessary based on program needs; must be self-directed and motivated with an aptitude for troubleshooting and problem solving; and must have the ability to work closely, cooperatively, and in a non-confrontational manner with others in a public office environment. Candidates should have:

- A bachelor's degree with academic training and/or experience in natural resource sciences and/or agricultural or related fields and at least one year of experience in a similar working environment. Significant job experience may be accepted in lieu of a degree.
- Ability to collect, manage, and analyze natural resource field data including planning, implementing and reporting components.
- Proficiency in written and oral communication techniques to prepare and explain conservation plans, prepare informational articles, and to prepare summary work reports.

- Advanced computer software skills. Ability to use Microsoft Word and Excel in an efficient and effective manner to write reports, keep track of work progress, prepare educational and informational materials and record field data.
- Ability to effectively use a variety of tools (e.g. GPS, stream flow meter, camera, etc.) to collect, disseminate, and record natural resource data.
- Ability to work closely and collaboratively with others in a public office environment.
- Ability to organize and plan own schedule of activities.
- Ability to maintain accurate records regarding time-keeping and authorized expenses.
- Service-oriented attitude and constructive problem-solving skills.
- Ability to safely operate a motor vehicle in varied conditions.

Desired Skills

- Basic skill in using Arc GIS mapping software.
- Awareness of environmental permits especially as required for instream projects.

Physical Requirements and Working Conditions

Office and outdoor environment with regular travel to a variety of locations to conduct work and may be exposed to typical hazards encountered at such work sites. Field visits and field work at project sites requires ability to safely traverse uneven ground in varied weather conditions; occasionally carrying up to 50 pounds of equipment and/or materials. This is a full-time, non-exempt position consisting of 40 hours/week. Position will require some work on weekends or after regularly scheduled work hours.

Licenses, Certificates & Other Requirements

- Valid Washington State Driver's License at time of appointment with maintenance thereafter.
- Conservation Planner I certification through the USDA Natural Resources Conservation Service or have the ability to achieve this certification within 18 months of hire date.

Compensation & Benefits

This position's starting wage range is \$18-\$22/hour (\$37,440 to \$45,760 annually) DOQ. This position receives annual leave, family/medical leave, holidays, medical insurance and retirement benefits. Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time. This is a grant-funded position. The position is also subject to an "employee at will" doctrine. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



Kittitas County Conservation District

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Ellensburg WA 98926
509-925-3352

The Kittitas County Conservation District is an equal opportunity employer and shall not discriminate against an employee or applicant for employment because of race, color, religion, sex, age, marital status, national origin, or physical disability unless based upon a bona fide occupational qualification.

COMPLETE ALL INFORMATION. INCOMPLETE APPLICATIONS MAY DELAY OR DISQUALIFY YOU.

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: () _____ Cell Phone: () _____ E-Mail Address: _____

Date Available: _____ Position Applied For: _____

Are you 18 years or older?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever worked for this company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, when?
Do you possess a valid driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever been convicted of a felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:
Have you been convicted of a misdemeanor in the last 7 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:
I have read the job description and can perform the duties without an accommodation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, explain:
Do you have any relatives working for the Kittitas County Conservation District?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:

EDUCATION

High School:		City & State:	
From:	To:	Did you graduate? Yes No <input type="checkbox"/> <input type="checkbox"/>	Degree:
College:		City & State:	
From:	To:	Did you graduate? Yes No <input type="checkbox"/> <input type="checkbox"/>	Degree:
Other:		City & State:	
From:	To:	Did you graduate? Yes No <input type="checkbox"/> <input type="checkbox"/>	Degree:
Relevant Professional Certificates and/or Licenses:			

PREVIOUS EMPLOYMENT

Resumes may be attached but will not be accepted as a substitute for completing this section and are not used in the initial screening process. Beginning with your present or most recent employment, list all your work experience for at least the last ten years, including periods of self-employment, volunteer activities, & U.S. military service. Attach separate sheets if necessary.

Company: _____	Phone: () _____
Address: _____	Supervisor: _____
Job Title: _____	Starting Salary: _____ Ending Salary: _____
Responsibilities: _____ _____	
From: _____	To: _____ Reason for leaving: _____
May we contact your previous supervisor for a reference?	Yes No <input type="checkbox"/> <input type="checkbox"/>

Company: _____	Phone: () _____				
Address: _____	Supervisor: _____				
Job Title: _____	Starting Salary: _____ Ending Salary: _____				
Responsibilities: _____					
From: _____ To: _____ Reason for leaving: _____					
May we contact your previous supervisor for a reference?	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				

Company: _____	Phone: () _____				
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Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				

REFERENCES	
Full Name: _____	Relationship: _____
Company: _____	Phone No.: _____
Address _____	Email: _____
Full Name: _____	Relationship: _____
Company: _____	Phone No.: _____
Address _____	Email: _____
Full Name: _____	Relationship: _____
Company: _____	Phone No.: _____
Address _____	Email: _____

DISCLAIMER AND SIGNATURE

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time.

Further, I understand that at time of hire I will be required to provide documentation showing authorization to work in the United States. I am also aware that if I am hired by the District, my employment is at-will. The employment relationship may be terminated at any time as either I or the Board of Supervisors may deem appropriate.

Signature _____

Date _____

Applicant Authorization for Release of Information

I, _____, authorize the Kittitas County Conservation District to contact all of my former or present employers for the purposes of verification and reference. This may include information of a confidential or privileged nature, to include but is not limited to reviewing my personnel file, contacting any references, and/or contacting anyone else who might be familiar with my past job performance. I knowingly and voluntarily release the Kittitas County Conservation District, its individual employees and Board members, and all my former or present employers, and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the Kittitas County Conservation District request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the Kittitas County Conservation District requests. A photocopy of this signed Authorization is as valid as the original and shall be provided to anyone from whom information is requested in determining my job qualifications. This release will expire at the end of the recruitment period.

Signature _____

Date _____