

July 9, 2010

JOB OPENING

TEXAS STATE SOIL & WATER CONSERVATION BOARD

Position Title: Program Specialist IV

State Position Classification: Class No. 1573/B20

Starting Annual Salary: \$43,673.00

Required Travel: As needed to assist soil and water conservation districts (SWCDs) and to assist in agency managed programs.

Headquarters: Within a reasonable circumference centered on Gonzales County, Texas.

GENERAL DESCRIPTION OF DUTIES

Performs complex consultative and administrative work in the administration, development, and implementation of the programs and activities of the Texas State Soil and Water Conservation Board (TSSWCB). Work involves assisting in development of TSSWCB program guidelines, procedures, policies and rules. Assists in development of budget requests and coordinates all program activities with agency management and local SWCDs. Participates in health and safety training. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Attend monthly staff meetings in the State office and assist in the development of processes and procedures to develop and promote soil and water conservation programs and activities. Oversee the implementation of these procedures in the field at the local soil and water conservation district level. Serve as project leaders and program leaders for 319 programs, TMDLs and brush programs in their service area. Advise administration on rule changes, district comments, board policy, program implementation, and other issues that require knowledge gained from personal contact with districts. Help in developing training programs. Assist with developing job descriptions and interviewing prospective employees.

Attend SWCD board meetings on a regular basis and assist district directors in local program planning, development and implementation and in promoting conservation programs. Confers with district directors on programs and needs of the district, provides technical advice in preparation of district programs, work plans, and annual calendars of activities. Assist districts with programs such as SB503, 319, Brush Control, TMDLs, WQMP plans, etc. plus all federal conservation programs such as EQIP, CRP and flood prevention programs. Keeps abreast of current rule changes affecting agriculture and conservation and interprets and advises local SWCDs of such changes. Directs agency district operation activities within the program area.

Reviews and coordinates financial affairs of SWCDs. Provides guidance on proper expenditure of district funds; bookkeeping and procedures, audit procedures, and purchase and sale of property and equipment. Assists SWCD with grant procurement and administration. Train district employees in proper accounting and reporting procedures. Provide oversight and monitoring of district reporting activities. Train district employees on annual financial statements, IRS forms, Texas Workforce Commission forms, Open Meetings Act, Open Records Act, accounting procedures, etc.

Must plan work schedules to meet with a large number of SWCDs over a large geographic area on a monthly basis. Must plan work schedule to be able to meet with each SWCD on a regular basis with a set travel allowance. Must attend SWCD meetings and events that need special attention or have problems and need advice.

Provides training and development opportunities to SWCD directors and employees. Explain Board policies, programs, state laws, rules and regulations pertaining to operations of SWCDs. Provide information to districts as requested. Explain Technical Assistance Grants, reporting procedures, Matching Funds, elections procedures, civil rights issues, State funds, Trust funds, and directors' travel.

Serves as agency liaison between TSSWCB and local SWCDs. Keep State office properly advised on matters pertaining to work relations between State Board and SWCDs.

Provide leadership and guidance for development and expansion of soil and water conservation programs within area served such as State Board Regional offices, area associations, and conservation workshops. Set up Area Association meetings and banquets, State Board member elections, training workshops, tours, clinics, promote and conduct area conservation awards programs, write letters, contact elected officials.

Submit individual work schedules and reports to headquarters office as required (daily reports, weekly itineraries, monthly itineraries, travel reports).

Maintain proper relations with farmers, ranchers, state and federal representatives; local officials, professional groups and others engaged in promoting conservation programs. Direct and promote public information and education activities in the field. Serve on committees representing SWCDs and TSSWCB (example: Texas Forest Service special committees, regional Wildlife committee, Plant Material Center, State Woodland Committee). Represent SWCD and TSSWCB at public meetings (Rotary, Lions Club, Schools, Educational workshops, Soil Stewardship). Serves as legislative liaison with city,

county, state and federal officials and staff to inform them about conservation districts and conservation programs and activities.

Assists District Directors in organizing and conducting youth activities in the field of soil and water conservation such as educational workshops and tours for students such as Project Learning Tree and Project Wild, etc. Assist with planning woodland, soil evaluation, plant identification, range evaluation and wildlife contests. Assist with finding locations, workers, judges, etc. Serve on organizing committees and help with conducting actual contest or workshop.

Performs other duties as assigned.

EXPERIENCE AND TRAINING

Should have considerable experience in natural resources conservation fieldwork involving the development and implementations of conservation programs and have graduated from a college or university with a degree in a related field.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to coordinate information exchanges between soil and water conservation districts and the state soil and water conservation board. Must have the ability to work with a diverse group of state, federal, county, city, and producer entities. Extensive travel is required as well as the availability to work extended and/or irregular hours. Excellent written and verbal communications skills are required along with the ability to work in office and outdoor environments. Knowledge of computer software programs and other office equipment needed. Should be familiar with state and federal conservation laws and Manual of Fiscal Operations. Incumbent must be able to safely and legally operate a motor vehicle, safely accomplish moderate lifting (15 to 44lbs), maintain moderate physical activity with full range of motion and possess the ability to work alone and as a member of a group.

APPLICATION PROCESS

Complete a State of Texas application. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application.

For additional information, visit our website at <http://www.tsswcb.state.tx.us> or contact:

Human Resource Department
Texas State Soil and Water Conservation Board
PO Box 658
Temple, TX 76503

The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability or veteran's status.