

December 3, 2021

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB POSTING

CLASSIFICATION: Natural Resources Specialist III

STATE CLASSIFICATION CODE: 2684/B19

HEADQUARTERS: Temple, TX

STARTING ANNUAL SALARY: \$42,244.00-\$50,000.00

TRAVEL REQUIREMENTS: Statewide as needed

POSITION REPORTS TO: Feral Swine Control Pilot Program
Coordinator

GENERAL DESCRIPTION

Performs highly complex natural resource planning and project management. Responsibilities involve contributing to development of local, regional and/or state level plans or programs related to natural resource conservation with an emphasis on the federally funded Feral Swine Control Pilot Program. Develops and carries out operational procedures for implementing programs and establishes methods for measuring progress related to their implementation. Will manage projects, perform routine administrative support and may assist with other agency programs. Statewide and overnight travel is required. Participates in health and safety training.

EXAMPLES OF WORK PERFORMED

Performs project management work relating to the federally funded Feral Swine Control Pilot Program.

May perform work on additional projects relating to soil and water conservation and other natural resource concerns.

Collects, organizes, and analyzes data required in the development, implementation and evaluation of projects or programs to implement resource conservation measures.

Participates in planning conferences, workgroups and task forces as assigned.

Reviews and evaluates materials related to resource conservation.

Consults and communicates with other departments, agencies, soil and water conservation districts and other groups in furthering interest and/or action regarding projects and programs related to resource conservation.

May conduct field evaluations of resource conservation projects or programs.

Assists in developing procedures for implementing resource conservation projects and programs.

Provides administrative assistance to agency programs.

Prepares and presents presentations.

Tracks deliverables, maintains files, develops form letters, and generates reports.

Performs other duties as assigned.

EXPERIENCE AND EDUCATION

Experience in planning and compiling and analyzing data and information. Graduation from an accredited four-year college or university with major course work in agriculture, watershed management, environmental science, natural resource conservation, water resources or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of conservation planning; government organization and administration; formulation, coordination, and implementation methodologies; and the agency's mission and interrelation with other departments. Ability to evaluate planning material prepared by consultants and other departments. Skills in the use of electronic data and word-processing equipment and software such as Microsoft Windows and Microsoft Office. Proficiency in Microsoft Word, Access, Excel, PowerPoint and Adobe Acrobat Pro are required.

Ability to communicate with others in order to provide information, advice, and guidance to technical and program officials and provide/obtain information from agency employees, state and local planning commissions, and other organizations on a variety of controversial or complex issues. Good written and oral skills are required. Knowledge of the Clean Water Act, Texas Total Maximum Daily Load Program, quality assurance procedures, and the Natural Resources Conservation Service (NRCS) Field Office Technical Guide is preferred.

Incumbent must be able to accomplish light lifting (15-44 lbs.) safely and participate in sustained moderate physical activities with full range of motion. Must have the ability to

work effectively in office and outdoor environments. Must be able to safely and legally operate a motor vehicle.

APPLICATION PROCESS

A completed, signed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the WorkInTexas website at <http://www.workintexas.com>.

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resource Department
Texas State Soil and Water Conservation Board
1497 Country View Lane
Temple, TX 76504-8806

Veteran's Preference

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 92W, 180X, 680X, MST MSSR, 6842, 6862, 15WX, 8831, 9S100 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.pdf

Selection Information

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire.

TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

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, or disability. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.

******Important Notice******

This position exists due to Federal Grant funds available to the Texas State Soil and Water Conservation Board from the Natural Resources Conservation Service-Federal Swine Control Pilot Program. Current funding for this position extends through September 30, 2023. Applicants should realize that, if selected, their employment may terminate with the cancellation of federal grant funds. All other employment policies and procedures are the same as those that apply to all Texas State Soil and Water Conservation Board employees.