Job Title:	District Technician		
Hours:	8 hours/day ½ hour for lunch break	**Working hour options:**	8:00-4:30 7:00-3:30 7:30-4:00
Location:	Napoleon	**Travel Required:**	For Training and Meetings: Usually Twice a Year
Level/Salary Range:	$15.00: (with possible upgrade after a 6 month review)	**Position Type:**	Full Time – for the first year you will be training under current District Technician
Benefits:	Paid holidays, 8 hours of sick leave per month, 8 hours of annual leave per month. Small benefit package will be negotiated		
Supervision:	This position is the direct responsibility of the Board of Supervisors. However, the District Manager and/or the NRCS District Conservationist in the office may be designated to be directly responsible for day-to-day duties of this position.		

Applications Accepted By:

Mail:
ATTEN: Shelley Vetter
Logan County Soil Conservation District
PO Box 240
Napoleon ND 58561-0240

Closing Date: June 6th, 2018 4:30 p.m.

Job Description

ROLE AND RESPONSIBILITIES

This position is that of a District Technician which will provide technical and administrative assistance for the Logan County Soil Conservation District and the Natural Resources Conservation Service (NRCS).

1. Contract Administration – task include assisting with:
    a. Developing modifications
    b. Preparing payment documents
    c. Development of contract support documents
    d. Maintaining tracking systems
    e. Performing status reviews
2. Case File Management – tasks include assisting with:
    a. Correspondence development and filing
3. Conservation Planning – tasks include assisting with:
    a. Development of plan maps
    b. Customer Service Toolkit plan development
    c. Inventory and evaluation
    d. On site planning and locating practices
4. Conservation Application – tasks include assisting with:
    a. Practice design
    b. Design worksheets
    c. Practice layout in the field
    d. Surveying
    e. Environmental compliance

   f. Staking practices
   g. Inspections and certification of practices
5. Program outreach and marketing – tasks include assisting with:
   a. On site visits with customers
   b. Newsletters
   c. Mailings
   d. Meetings
   e. Training sessions
   f. Local Work Group Coordination
   g. Accepting and processing applications
6. Program maintenance – tasks include assisting with:
   a. Compiling average cost data
   b. Maintaining programmatic databases
   c. Maintaining scheduling system
   d. Quality control
7. Report monthly to the District Board of Supervisors on activities at the monthly District Meetings
8. Promote conservation practices through cooperator contact and follow-up
9. Assist with District programs
10. Attend training sessions when approved by the District Board
11. Coordinates District Tree & Weedbarrier Program
    a. Provide Technical assistance to producers
    b. Develop Tree Plans & follow NRCS Tech Guide Specs
    c. Check into cost share options
    d. Order Tree Stock & Weedbarrier
    e. Tree Cooler Preparation
    f. Oversee tree and fabric crew along with planting and installation
    g. Staking tree planting sites
12. Coordinates pipeline program and installation of shallow pipe
13. Coordinates and operates the District Drill Program
14. Maintains District equipment, buildings, and property
15. Maintain daily contact with the office and notify office of any changes in schedule
16. Assesses the need for conservation work with the District and recommends actions and programs
17. Keeps abreast of all federal, state, and local laws that affect the conservation work within the District
18. Prepares and presents conservation programs to schools, groups, and agencies
19. Assist NRCS personnel and advise them of landowners needing technical assistance
20. Apply conservation practices according to NRCS specifications
21. Participate in developing the Districts Annual and Long Range Plan of Work
22. Keep an up to date log on daily activates to present at the District Board Meetings
23. Write conservation articles for the District's Newsletter
24. Become familiar with NRCS Field Office Technical Guide for conservation practice specifications
25. Be familiar with the published soil survey book and its uses in planning conservation practices
26. Operate District and NRCS equipment safely for authorized purposes only

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- **MUST HAVE CURRENT DRIVER'S LICENSE**
- **STRENGTH REQUIREMENTS: MUST BE ABLE TO LIFT UP TO 75 POUNDS**
- **MOVEMENT REQUIREMENTS: THIS POSITION REQUIRES FIELDWORK THAT MAY INVOLVE PHYSICAL EXERTION SUCH AS WALKING ROUGH TERRAIN. MUST BE ABLE TO CLIMB, BALANCE, REACH, CROUCH, STOOP, KNEEL**
- **MUST BE A UNITED STATES CITIZEN OR ALIEN AUTHORIZED TO WORK IN THE UNITED STATES**

Education

- A high school diploma
- An associates or bachelor's degree preferred but not necessary

Experience

- Experience in natural resources/agriculture/farming operations a must

PREFERRED SKILLS

- Familiar with Microsoft Word, PowerPoint, and Excel. Helpful if you have knowledge in Arc-GIS and the ability to learn computer programs necessary to perform the job outlined.
- Strong communication, interpersonal, and organizational skills
- Must be able to work independently

ADDITIONAL NOTES

On the job training will be provided.

Upon acceptance of Employment, a background check is required.