

## **Position Announcement**

*\*Natural Resource Technician\**

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### **POSITION Description:**

The Washtenaw County Conservation District (WCCD) and the Natural Resource Conservation Service (NRCS) is looking for a Natural Resource Technician who will provide technical assistance and guidance to carry out various types of Farm Bill programs, while ensuring conservation goals are effectively and efficiently achieved. The technician will assist landowners with the application of planned resource management systems in compliance with agency and agency standards and specifications and will perform necessarily follow up to ensure plans are being properly implemented. They will assist with field office operations including establishing goals, developing, and implementing the team-wide plan of operations, determining workload, and the training of others. Finally, the technician will represent the agency on county committees and/or task forces as directed by the supervisor including establishing and maintaining a positive working relationship with other federal, state, and local agencies, units of government, and interested groups.

### **RELATIONSHIPS:**

Reports to: Conservation Specialist; District Conservationist  
Supervises: None  
Works with: WCCD Farmer Programs Team; NRCS Staff  
External Stakeholders: Producers and Landowners

### **RESPONSIBILITIES & DUTIES:**

- 1. Technical Assistance & Administration (80%)**
  - Farm Bill related technical assistance and administration:
    - i.** Provide on-site technical assistance for the implementation of conservation practices
    - ii.** Assist farmers with understanding eligibility and processes
    - iii.** Assist farmers with applying for financial assistance
    - iv.** Complete practice certification, contract review or other tasks as provided by NRCS District Conservationist
    - v.** Assist with USDA application processing, contract development, etc.

- vi.** Maintain accurate and organized records of customer interactions; complete service receipts with each NRCS related transaction
  - vii.** Enter in application and contract information into USDA software programs as an inter-organizational representative between the WCCD and USDA and document preparation for program selections
  - viii.** Assist NRCS contract holders with technical guidance regarding implementation of their practices and maintain client confidentiality.
  - ix.** Assist NRCS District Conservationist with monitoring progress of contract implementation, reviews, processing contract modifications and payments and general correspondence
  - x.** Communicate weekly updates between NRCS and the WCCD staff
- Farmer Cost Share and other local programs technical assistance and administration:
    - i.** Connect eligible farmers to the WCCD farmer cost share program
  - Meet with Farmer Programs Team and WCCD Technicians on a weekly basis, communicating farmer interest, progress and relevant updates to ensure superior service to clients.

## **2. Professional Development (15%)**

- Attend bi-annual Partnership Network meetings with the USDA.
- Commit to ongoing professional development through the Employee Development Plan (EDP).
- Participate in WCCD quarterly staff meetings/trainings.

## **3. General WCCD (5%)**

- Prepare a monthly report for and/or occasionally participate in monthly board meetings.
- Participate in annual meetings and other WCCD related meetings and events.

### **QUALIFICATIONS:**

1. Educational background in environmental sciences, economics, business.
2. Experience with meeting facilitation and public speaking.
3. Excellent organizational skills with the ability to meet deadlines
4. Knowledge of conservation/agriculture/environmental issues and practices

### **Desired Qualifications:**

1. Familiarity with Farm Bill programs
2. County-wide knowledge
3. Strong written and verbal communication skills



4. Excellent computer skills
5. Possesses a USDA Linc-pass

### **ABILITIES:**

1. Strong social and interpersonal skills.
2. Very strong communication skills- both written and verbal.
3. Collaborative and reliable.
4. Self-motivated and goal oriented.
5. Excellent organizational and time management skills.
6. Comfortable with hybrid remote working environment.
7. Excellent computer skills are required. Computer workstation will be provided, including a standard PC, on a shared network with Windows-based software.
8. Ability to learn and integrate use of project and time management software (ASANA and Toggl).
9. Able to work cooperatively with district personnel and other agencies.
10. Able to work efficiently outdoors in varying conditions and rough terrain; able to lift 20 pounds.
11. Must maintain a valid driver's license.
12. Willingness to travel regularly for regional partner events, meetings, farm site visits.
13. Must be able to pass a security background check.

### **SALARY, BENEFITS, WORK HOURS, LOCATION**

This position will be based in Ann Arbor, Michigan. This location is in Southeast Michigan where there is a diverse variety of agriculture for the region, including row crops, diversified vegetable production, dairy, nursery and livestock. Wildlife habitat and forest management are also a large component of the workload in the area. Work time will be generally split between the main Natural Resource Conservation Service office (7203 Jackson Rd. Ann Arbor, MI 48103), remote (home) office and field work. Washtenaw County Conservation District office is located at the Washtenaw County Service Building at 705 N. Zeeb Rd, #201, Ann Arbor 48103.

This is a full time, FLSA exempt, grant-funded salary position commensurate with experience and ranges from \$48,000-\$53,000. As a full-time, exempt employee, the Natural Resource Technician is entitled to the Washtenaw County Conservation District's benefits package, which includes full medical insurance (includes dental, vision, other ancillary benefits) or ability to waive this benefit and take as a taxable cash payment, 13 paid vacation days, 13 paid sick days, 11 paid federal holidays, and 2.5 hours of flextime per week. Other benefits as described in the Employee Handbook.

Typical work hours will be Monday-Friday, 8:00am - 4:30pm. Some evening and weekend work will be required.



The WCCD is a local government agency and has played a significant role in assisting residents and landowners with access to trees, plants, and conservation tools in Washtenaw County since 1948. Our mission is to assist residents with the conservation, management, and wise use of natural resources in Washtenaw County. Since 1951 the WCCD has distributed over 7.1 million trees, shrubs, and native plants for various conservation purposes.

### **TO APPLY**

Please submit a cover letter, resume, two professional references by email to [Nicholas.machinski@wccd.org](mailto:Nicholas.machinski@wccd.org) by 4:30 p.m. on May 31<sup>st</sup>, 2024. Please combine all application materials into one PDF file for review and state "Application - Natural Resource Technician" in the email subject line. Contact Nick Machinski at the above email address with any questions related to the position. To obtain further information about the Washtenaw County Conservation District visit our website at [www.washtenaw.cd.org](http://www.washtenaw.cd.org).

*The Washtenaw County Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, disability or other non-merit fact*

