



BAXTER COUNTY CONSERVATION DISTRICT

406 W. Wade Avenue, Suite 2 · Mountain Home, Arkansas 72653

Phone: 870-425-3527 · Fax: 870-424-3747 · www.baxtercountycd.com

Part-Time Conservation Technical Assistant Job Description and Duties

Performance Requirements:

- Experience working in natural resources, agriculture, forestry, with agricultural producers, habitat management/restoration or other related fieldwork.
- Strong knowledge of environmental concepts and conservation principles.
- Assist the Baxter County Conservation District (BCCD) in program planning, development and implementation of conservation practices.
- Assist landowners with technical guidance regarding implementation of their conservation practices.
- Assist Natural Resources Conservation Service (NRCS) and BCCD office operations such as answering telephones, greeting and assisting walk-in clients, and general office upkeep.
- Attends conservation BCCD board meetings.
- Maintains a close working relationship with the board and keeps the board informed of activities and programs.
- Conducts workshops, field demonstrations, tours and field days to inform the community of available programs. Workshops and field days are coordinated with the BCCD Board and NRCS.
- Ability to develop and maintain good working relationships with landowners, District personnel and partners and other agencies, including, but not limited to NRCS, Arkansas Cattleman's Association, Farm Bureau, and U of A Extension Service.
- Ability to work outdoors in varying conditions and rough terrain.
- General knowledge, operation and maintenance of agricultural equipment.
- Possess knowledge and skill in oral and written communication methods, techniques and procedures, sufficient to clearly present technical information to a wide variety of individuals with varied levels of knowledge of the presented subject matter. Skills sufficient to organize and utilize natural resource information and data to gain the interest and support of conservation leaders, government agencies, and the news media.
- Possess basic computer knowledge and skills.
- Experience with Excel and GIS preferred.
- Incumbent must exercise mature judgment, ingenuity, and initiative. Applicable guidance must frequently be developed by the employee to fit the resource problem and condition.
- Guidelines include NRCS policy and procedure manuals and professional journals and publications.
- Incumbent will manage equipment, keep in good working condition and promote BCCD's

Baxter County Conservation District Board of Directors

Mark Keaton, Chairman · Sherrie Bufford, Secretary/Treasurer · Mel Crawford · Sally Hall · Robert Benedict

An Equal Opportunity Employer



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rental equipment.

- At the discretion of the Board, incumbent may be required to attend State and Local meetings.
- Prepares and submits timekeeping reports, including but not limited to payroll timesheets, progress reports, and monthly, quarterly, semi-annual and annual reports to Office Manager in a timely manner.
- Incumbent will share duties of special projects and events of the District with other employees of the District.
- Must have a valid driver's license and clean driving record.
- Must be able to pass State Background Check and Federal Background Security Check
- Other duties as assigned.

Pay, Benefits, Works Hours & Location:

This position is housed at the Baxter County Conservation District and USDA Service Center in Mountain Home, Arkansas. This is a part-time position. Hours are approximately 20 hours per week. Benefits include paid holidays. Vacation and sick leave after offered after a 90-day probation period. Pay rate will be \$15.50 per hour. Some evening and weekend work may be required. This position is funded by a two-year grant with the potential for continuation after the initial grant cycle.

Supervision:

The incumbent receives supervision from the Baxter County Conservation District Board. The supervisor provides a general statement of objectives: the incumbent and supervisor confer on the relative order of priority for various assignments and the tentative deadlines for obtaining the objectives. The incumbent determines the kind and types of problems that need to be referred to the supervisor. There is no onsite supervisor while work is in progress. Completed work is reviewed for adequacy in meeting program objectives.

To Apply:

Submit Application and resume to baxtercountycd@gmail.com. **NO PHONE CALLS.**

Applications can be obtained at:

(https://www.baxtercountycd.com/uploads/1/2/2/0/12209429/application_for_employment.pdf)

Job Closes: 11/01/2024

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