



# G L E N N C O U N T Y

## RESOURCE CONSERVATION DISTRICT

### **JOB OPPORTUNITY FOR CONSERVATION PLANNER**

**8.15.2023**

Since 1960, formerly known as the Elk Creek Soil Conservation District, the Glenn County Resource Conservation District (RCD) has engaged farmers, ranchers and the community in protecting our resources through a variety of education, outreach and technical programs. The RCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a seven-member, volunteer Board of Directors appointed by the Glenn County Board of Supervisors. The RCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities. The RCD's Mission is *"To promote a sustainable, economically healthy county through services and management of natural resources while maintaining a desirable environment and addressing local resource issues and opportunities in a timely manner"*. To achieve this mission, the RCD has a variety of projects through grants, contracts and special enterprise projects. The RCD works closely with private landowners and land managers, the community, schools, local, state and federal agencies, and is very much partnership focused.

The RCD is currently accepting applications for a newly developed **Conservation Planner** position. The position is currently full-time (40 hours per week); however, part-time may be considered depending on interest. The position is a Non-Exempt, Temporary position for an indefinite term.

The position, based at the USDA Service Center/Glenn County RCD, 132 North Enright Avenue, Suite C in Willows, California 95988, is in the heart of the Sacramento Valley, Northern California. Mendocino National Forest makes up the western side of Glenn County with the Sacramento River on its eastern side; agriculture and the Sacramento National Wildlife Refuge fill the middle with a variety of landscapes to work and recreate in.

For additional information, visit [www.glenncountyrcd.org](http://www.glenncountyrcd.org).

#### **GENERAL JOB DESCRIPTION:**

The Glenn County RCD's Conservation Planner reports to the Executive Officer and is responsible for ultimately assisting in the RCD's business consistent with the strategic plan, goals and objectives, and policies and procedures of the RCD. The position requires an ability to work cooperatively and responsibly as part of a team as well as independently to complete duties. This position must have the ability to work flexibly within a set of wide-ranging and often changeable tasks.

The Conservation Planner will be someone experienced in working on a variety of projects at once, including special projects. This position will have an emphasis working on agriculture, natural resource, and forestry based planning projects, will offer technical services, and help drive programs of the RCD to achieve success. Experience in the targeted resource concerns: addressing climate resiliency and

drought, plant productivity and forest health, air quality, water quality, water quantity, soil health/soil quality, wildlife habitat, and outreach is a must.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree, or equivalent education and experience in relevant field, such as agriculture, natural resources, forestry or similar substantive discipline. Planning certification(s), preferred.
- Familiarity and knowledge of California, in particular Glenn County, preferred.
- Strong project management skills, including ability to work with frequent interruptions and manage multiple priorities at once.
- Strong verbal and written communication skills.
- Strong interpersonal skills.
- Strong problem solving, critical thinking and adaptability skills.
- Organized and detailed oriented.
- Teamwork and collaboration skills.
- Ability to present to multiple groups and schedule presentations / activities accordingly.
- Ability to compose and produce, using keyboarding skills, written materials and reports.
- Ability to proofread / edit documents and provide suggestions for accuracy in grammar.
- Knowledge and experience, including a high degree of comfort, working with computers. Ability to keyboard to produce emails and use current Microsoft Office programs, such as Word, Excel, PowerPoint, etc.
- Knowledge and experience using standard office equipment, including copier, phone system, and special equipment as needed.
- Ability to interpret and follow rules and regulations.
- Ability to multi-task and manage multiple priorities.
- Ability to work with moderate interruptions.
- Ability to frequently remain in a stationary position; operate a computer / keyboard and other office equipment potentially for up to a full day at multiple days in a row; visual capacity to review and edit documents; converse by telephone and in person. Frequent bending, lifting and grasping. Ability to lift up to 40 pounds. Ability to work on rugged or uneven terrain in all weather conditions.
- Must possess a valid California driver's license and have current proof of insurance in California at the minimum coverage limits required under state law.

### **DUTIES:**

1. Utilize the California Conservation Planning Partnership (C2P2) as a tool to collaborate in creating interagency delivery of conservation assistance to private landowners and others and to sustain the health, diversity, and productivity of the California's natural resources.
2. Actively participate in conservation planning trainings, climate-smart agriculture practice trainings and forest resiliency trainings, as well as other training opportunities, as necessary, to become a certified conservation planner (if not already).
3. Promote and support range, soil health, climate-smart agriculture principles and best management practices that improve all natural resources; for example, sequestration and/or reduction of greenhouse gas emissions. Participate in outreach on-farm/ranch and workshop opportunities.
4. Work directly with producers (customers) to write conservation plans, grazing plans and/or carbon farm plans to identify customer's conservation objectives, and assess and analyze the natural resources issues on that customer's land related to soil, water, animals, plants, air, energy, sequestration and/or reduction of greenhouse gas emissions, and human interaction.
5. Provide technical assistance for producers to advance conservation on their farm, ranch, or forest land through practices such as prescribed grazing, cross or exclusion fencing, invasive

species management, structures for wildlife, brush management, woody residue treatment, compost, cover crop, etc.

6. Provide technical support for Farm Bill Program and Inflation Reduction Act (IRA) programs to ensure success, including Conservation Stewardship Program (CSP).
7. Assist with grant / agreement proposal development, preparation, budgets, potentially project / program implementation, and reporting.
8. Assist with the RCD's outreach and educational activities, including production of materials (newsletters, pamphlets, surveys, etc.) and special events (workshops, etc.) to promote programs.
9. Assist with and participate at monthly Board meetings and Committee meetings as needed, including preparing agenda packets and complying with all Brown Act rules, confidentiality requirements, and regulations.
10. Ensure that statutes and government rules and regulations pertaining to or affecting RCD operations are followed.
11. Represent the RCD, its partners, and funders in a positive, professional, and proactive manner.
12. Other duties as assigned by the Executive Officer.

**WAGE:** Approx. range between \$30.00 per hour and \$37.00 per hour depending on qualifications and experience or as grant agreement funding allows.

**BENEFITS:** According to established policy.

**LOCATION:** USDA Service Center/Glenn County RCD, 132 North Enright Avenue, Suite C in Willows, California 95988. Some telework may be allowed.

**APPLICATION PROCESS / INSTRUCTIONS:** Send 1) a cover letter\*, 2) a resume and 3) a list of at least three work references to the following mailing address or Executive Officer's email found at [www.glenncountyrcd.org](http://www.glenncountyrcd.org). \*Please include the desired number of hours worked per week within your cover letter.

*If applying through social media platforms be sure to attach ALL 1-3 items to your complete application.*

\*\*\*Applicants that do not submit ALL 1-3 items will not qualify nor advance to the next step in the process of filling the position. In fact, RCD reserves the right to not respond or review the application.\*\*\*

**Glenn County Resource Conservation District  
Attn: Kandi Manhart, Executive Officer  
132 North Enright Avenue, Suite C  
Willows, CA 95988**

**EMAIL:** [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org)

**DEADLINE:** This position is open until filled. However, this screening deadline is:

**APPLICATIONS DUE By Noon, August 31, 2023.**

The selection process may consist of but is not limited to an evaluation of the applicant's qualifications and one or more interviews. Special writing assignments, computer skill tests, mock grant applications or something similar may be included as part of the interview process. Any part of the selection process, including a decision to hire, may be modified or canceled to

meet the needs of the Glenn County RCD. A successful candidate who receives a conditional job offer may be subject to a standard background check for disqualifying criminal convictions.

*The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, ethnicity, age, physical, mental or cognitive disability, pregnancy, sex, marital or domestic partner status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.*