

WALWORTH COUNTY Job Description

Official Job Title: Producer-Led Watershed Group Coordinator
Position Number: N/A
Working Job Title:
Department: Land Use & Resource Management
Program Area:
Reports To: Deputy Director - LURM
Pay Plan/Range: MWGC
FLSA Status: Non-Exempt



POSITION SUMMARY

This position is responsible for developing and implementing a producer-led watershed protection group in Walworth County by developing relationships with and between producers to create cooperative conservation programs that are intended to improve water quality. The individual in this position will host training events such as soil field days with producers and other stakeholders as well as work closely with other County Conservation staff to develop online tools to help communicate funding opportunities available to producers. The intent of this position is to develop a network of producers willing to participate in a cooperative program to help leverage additional funding from grants and donations to implement water quality improvement projects.

This is a new program with funding for 1 year beginning January 1, 2021. This limited term position will expire on December 31, 2021. Subsequent funding renewals are not guaranteed. The position is funded for 780 hours.

SUPERVISION

This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. *This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

Collaborate with producers and stakeholders to disseminate information on available resources to help implement conservation practices intended to improve water quality.

Update county website to reflect new information. Communicate to interested parties/stakeholders via email.

Work closely with county staff and National Resources Conservation Service (NCRS) to determine educational needs and priorities. Determine educational programs, field days, and conferences as needed. Provide organizational support and evaluation for these events.

Coordinate, develop, and deliver educational programming to specific audiences in cooperation with the County Conservation office, UW Extension, Wisconsin Discovery Farms, local facilities subject to phosphorous limits through their Wisconsin Pollutant Discharge Elimination Permit System (WPDES) and other key partners.

Provide research based information that supports conservation practices and develop educational programs aimed at the implementation of conservation practices. Educational programs may involve the use of research, on-farm demonstration plots, field days and tours.

Provide monthly updates and feedback to the Land Conservation Committee.

Prepare educational and promotional materials using appropriate technology.

Demonstrate a commitment to county safety and risk management efforts.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma required with at least 4 years of education at an accredited college in the areas of agronomy, environmental science, natural resources management, geography, or other related field. Bachelor's degree preferred. Previous outreach experience highly desired.

Certificates, Licenses, Registrations

Valid Wisconsin Drivers License.
Proof of minimum liability auto insurance coverage

Interactions and Communications

Provides specialized information and/or recommendations to others regarding an area of expertise.

Decision Making

This position has authority to make decisions that are within general procedures and protocols; supervision is available as required or requested. These decisions directly impact performance in the job and/or work unit within the department and information is provided with additional research and observations which contributes to the decision making process.

Thinking and Problem Solving

In relation to established procedures, protocols and policies of the County, challenges in this position tend to be diverse, but are typically covered by precedent or established practice.

Tools & Equipment Used

Telephone	Aerial Photographs
Copy Machine	Topographic Maps
Personal Computer/Printer	Online Mapping Software/GIS
Microsoft Office Suite (Word, Excel)	

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds and rarely lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and

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ability to adjust focus.

NEPOTISM OR CONFLICT OF INTEREST COMPLIANCE A person may not be offered or hold this position if the employment would result in that person being a supervisor or subordinate to an immediate family member. "Immediate family" includes the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

A person may not be offered this position if employment would create either an actual conflict of interest or the appearance of a conflict of interest.

SELECTION GUIDELINES: Formal electronic application; rating of education and experience; verification of drivers license; oral department interview; reference check; background check; and post-offer medical examination including drug screen. Other job related tests may be required.

Please Note: *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is substantially related to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and requirements for the job change.*

I have received a copy of the job description and understand that any questions I have on my job duties shall be directed to my immediate supervisor.

Employee: _____ **Date:** _____

Management Approval:

Reviewed by Supervisor: *Michael Cotter, Director - LURM*

Date Reviewed: December 10, 2020

Approved by Human Resources: *Kate Bishop, Human Resources Director*

Date Approved: December 11, 2020