



Title: Natural Resource Specialist

Job Type: Full-time

General Description:

The Natural Resource Specialist (NRS) is an employee of the Gallatin Conservation District (GCD). The GCD is a subdivision of state government and receives revenues from real property taxes. The NRS reports to the Board of Supervisors and District Administrator and will work in tandem with District employees. The NRS will assist Gallatin County landowners with soil and water conservation topics. The NRS will support GCD educational outreach with technical assistance and workshop participation. The position requires a degree with a focus on agriculture or other natural resource field. An agricultural background is preferred.

Position Background:

The GCD is interested in expanding its outreach through programs with a focus on natural resources topics in Gallatin County. The NRS will implement district education programs in water quality, range management, wildlife habitat, water development and land use planning.

Duties & Responsibilities:

- Develops GCD conservation education programs, workshops, tours, and events in Gallatin County.
- Serves as liaison with other organizations on natural resource education and programs.
- Coordinates and develops the Education and Outreach Center.
- Works closely with the education specialist on development of youth and summer programs.
- Collaborates and coordinates resources on local stream restoration projects.
- Organizes landowner workshops, demonstrations and tours of innovative conservation minded projects.
- Uses a wide range of outreach techniques to advertise programs and resources to the public.
- Promotes, provides or develops other educational programs as requested.
- Administers grants to help develop projects and programs.
- Assists the administrator on management of district grants.
- Distributes water supply outlook reports to the public.
- Coordinates and develops the cost share program and works closely with landowners/producers on projects.
- Assists Administrator as needed and fill in when required.
- Attends regularly scheduled board meetings and works directly with the board of supervisors, Administrator, and Education Specialist.

Work Environment:

- Work requires personal contact with co-workers, landowners, and stakeholders for the purpose of conducting GCD business. Must be able to have consistent and professional interactions with the public.
- Work will be in a sedentary office setting and out in the field. Outside activities requires walking and climbing over rough terrain.
- Must be able to lift objects over 50 pounds and be physically fit for potentially strenuous fieldwork.
- Duties may require occasional travel, attending evening meetings and weekend events.



Preferred Experience:

- Associate's degree or higher with focus on agriculture or other natural resource field. Experience in natural resource field with a conservation district and/or state or federal land management agency preferred. Familiarity with production agriculture/ranching a plus.
- At least 1 year of professional experience in an agriculture or natural resource field.
- Experience with administering, managing, and reporting on grants.
- Knowledge of technical water and soil resource issues. Ability to plan and execute technical fieldwork assignments and provide resulting recommendations to the GCD Board.
- Knowledge and experience with natural resources/conservation education.
- Excellent written, verbal communication and presentation skills.
- Ability to foster effective partnerships.
- Ability to work independently, be organized and prioritize tasks and be self-motivated but carry the ability to also work as a team.
- Proficient in computer skills such as Microsoft Suite, Wordpress, and GIS

Job Compensation: GCD Grade 6 \$18.05 hourly

Benefits:

- *Paid sick and annual leave:* 96 hours sick leave and 120 hours annual leave per year
- *Compensation time:* Position is eligible to earn either overtime or comp time
- *Holidays:* Eleven holidays a year are recognized offering paid holidays for this position
- *Medical:* A \$420.00 monthly medical stipend is offered along with company sponsored insurance benefits
- *Retirement:* Required enrollment in State retirement system. Employee/Company contributions

Policy: Employees shall abide by the GCD Employee Handbook and the Laws Pertaining to Montana's Conservation Districts. In compliance with the Americans with Disabilities Act, the District provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Gallatin Conservation District is an Equal Opportunity Employer.

How to apply: Please send an application with your resume to becky@gallatincd.org. Applications can be found at www.gallatincd.org.

Location: The Gallatin Conservation District is located at 120 S. 5th Street Suite B102-104 in Manhattan MT. The Education and Outreach Center is located behind the office building on 124 S. Broadway Street next to the Garden Café.

Business hours are Monday-Friday 8:00 am—4:30 pm. Certain events may require work on weekends or before 8:00 am or after 4:30 pm.