



JOB DESCRIPTION

POSITION: Tribal Resource Conservationist

WAGE: Based on qualifications

SUPERVISOR: Wisconsin Tribal Conservation Advisory Council Executive Director

LOCATION: Ashland, Rhinelander, Shawano, Spooner. May be negotiable

THIS IS A FULL TIME EXEMPT GRANT FUNDED POSITION

JOB SUMMARY: The Wisconsin Tribal Conservation Advisory Council (WTCAC) **Tribal Resource Conservationist** position is focused on helping to conserve natural resources associated with Tribal agricultural systems and land use measures. Wildlife habitat, soil, water, air, plants and conservation planning needs are also addressed by this position. The Tribal Resource Conservationist provides technical assistance and education to Tribes for the successful development and installation of Natural Resources Conservation Service (NRCS) Conservation Practices to conserve natural resources. The Tribal Resource Conservationist evaluates natural resources (soil, water, animal, plant, wildlife, and cultural resources) on Tribal Land and creates conservation plans with specifications for conservation actions.

DUTIES AND RESPONSIBILITIES:

1. Works with Tribal representatives, observing and recording field site conditions, and determines the resource concerns associated with the identified issue(s).
2. Maintain working knowledge of NRCS conservation practices applicable to Tribal natural resources needs.
3. Utilize the NRCS planning process, Field Office Technical Guide, and Tribal Indigenous Stewardship methods when developing conservation plans for resource management systems.
4. Accelerate participant enrollment in USDA-NRCS Farm Bill conservation programs.
5. Gives technical guidance and assistance to cooperators in making needed revisions to conservation plans and contracts.

6. Work in accordance with all applicable local, state, federal and Tribal laws.
7. Fully utilizes Toolkit and Pro Tracts programs in the documentation and management of conservation plans and technical assistance by the NRCS Service Center. Utilizes current technology including electronic data collection and geographic information systems to perform duties.
8. Assist in administrative, fiscal, and technical responsibilities for a wide variety of Farm Bill and NRCS programs carried out at the Field Office, which may include but not limited to Conservation Stewardship Program (CSP), Conservation Technical Assistance (CTA), and Environmental Quality Incentives Program (EQIP).
9. Adhere to all WTCAC Personnel Policies and Procedures, Standard Operating Procedures, and Program Strategic Plans and Policies.
10. Partner with other agencies/organizations to implement conservation objectives and strategies, and communicate with federal, state, and local agency personnel involved in similar work to coordinate work.
11. Apply applicable NRCS and Farm Bill programs to address resource concerns and report work completed in NRCS reporting system.
12. Utilize applicable computer software programs and enter conservation planning data and applied practices into the field office computer system.
13. Conduct regular follow-up on all scheduled practices assigned; develops operation and maintenance agreements by practices; performs annual contract reviews to ensure contract schedules are followed and practices are being maintained according to NRCS standards and specifications.
14. Review practice designs for complete as-built documentation and ensure that all components of the design are completed according to standards and specifications prior to certification and payment recommendation.
15. Participate in meetings with USDA staff, WTCAC Board of Directors, and other partnering agency staff to coordinate work and prioritize where technical assistance will be provided.
16. Maintain a positive working relationship with partners, customers, coworkers, Board members, and other officials by being responsive and respectful.
17. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by supervisor.

KNOWLEDGE: Knowledge of conservation planning principles, state and federal conservation programs, pertinent regulations, policies and NRCS procedures.

QUALIFICATIONS:

1. Bachelor's Degree in soil conservation, or related agricultural or natural science discipline such as agronomy, soil science, plant science, forestry, agricultural education, or agricultural engineering natural resources-based field of study - or equivalent experience.
2. Ability to communicate well.

3. Must be proficient in the use of computers and office software programs, data analysis and database management. Incumbent must have experience using GIS programs and GPS equipment. Must have a valid driver's license, and insurance coverage as a condition of employment.

PHYSICAL REQUIREMENTS: Must be able to work long days in the outdoors while exposed to the elements. Ability to walk and stand for long periods. Physical ability to lift and carry 30 lbs.

TRAVEL REQUIREMENTS: Travel as necessary to complete assigned duties to Tribal Land with occasional office days. Work related travel will be reimbursed at the federal mileage rate. Per Diem will cover accommodation and meals.

APPLICATION SUBMITTAL REQUIREMENTS:

Cover letter and resume to include work history and three references

Copy of valid driver's license

Copy of post-secondary transcripts and certifications

Copy of Tribal membership, if applicable

E-MAIL APPLICATION MATERIALS TO wtcac1@gmail.com

ATTENTION: TRIBAL RESOURCE CONSERVATIONIST