

POSITION DESCRIPTION
COUNTY OF _____, INDIANA

POSITION: Conservation Education Coordinator **ACCOUNT NO:** 1035
DEPARTMENT: Soil & Water
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M - F **WORKWEEK HOURS:** 40
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 2003 **STATUS:** Full-Time
DATE REVISED: March 2007 **FLSA STATUS:** Exempt
2007 SALARY RANGE:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Conservation Education Coordinator for the Wayne and Union Counties Soil & Water Conservation Districts (SWCD), WUR Solid Waste Management District and Richmond Sanitary District, responsible for creating and implementing conservation education, and promoting and protecting City/County natural resources and the environment.

DUTIES:

Coordinates and presents conservation education programs, classroom activities, teacher workshops, and adult education programs, including scheduling and arranging tours, field days, fair displays, and/or meetings for groups interested in natural resources, solid waste management, water quality, pollution, and recycling.

Promotes conservation practices, including preparing and distributing newsletters, articles, and informative brochures, developing displays, exhibits, and curriculum on natural resources and waste management, and establishing and promoting the use of outdoor laboratories.

Organizes, implements and participates in public events, such as Earth Day, America Recycles Day, and Conservation Days, including coordinating volunteers and Envirothon competitions.

Updates and maintains department website, including posting public events information.

Serves on Citizens Advisory Committee, helping stream cleanup days and monitoring, and coordinating storm drain stenciling programs.

Assists in creating and implementing public education and outreach components of the City's NPDES Storm Water Phase 2 Permit.

Serves as contact for SWCD and W.U.R. Solid Waste Management District, maintaining

communication with local, city, county, state, and federal officials, preparing written reports, and maintaining records as required.

Prepares grant proposals and requests donations for funding of projects.

Plans and presents a non-point source pollution and prevention presentation to City employees and officials on a 2 year basis.

Attends meetings and various seminars as required. Certification or training in Hoosier RiverWatch, Project Wet, Project Wild, Project Learning Tree, and Go Fish IN.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Natural Resources, Education or related field and/or equivalent combination of training and experience.

Thorough knowledge of natural resources, agriculture, recycling, landfills, hazardous and solid waste, pollution prevention, and storm water management, and the ability to apply such knowledge to various projects and programs.

Working knowledge of standard office practices, basic computer skills, and website development, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports and grant proposals accordingly.

Ability to properly operate a variety of standard office equipment, including telephone, computer, calculator, fax machine, laminator, and camera.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Natural Resources Conservation Service, COPE Environmental Center, Richmond Parks Department, Hayes Regional Arboretum, Division of Forestry, Indiana Department of Environmental Management (IDEM), Indiana Department of Natural Resources, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to speak comfortably in front of groups both small and large on topics of conservation.

Ability to comply with all employer and department policies and work rules, including but not

limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute/perform arithmetic operations, including calculating, recording monetary donations, and developing department budget.

Ability to coordinate and compile data, make determinations, and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate records as required.

Ability to prepare news releases, informational packets and displays, and plan and present educational programs and workshops.

Ability to understand, memorize, retain and follow oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to occasionally work extended, evening, and/or weekend hours, and travel out of town for conferences and training, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope and call for consideration of many variables in preparing and implementing natural resource programs and education. Majority of duties are performed within clear and well-defined guidelines using a variety of methods or procedures.

III. RESPONSIBILITY:

Incumbent maintains and implements environmental programs for four (4) district sites, establishing procedures and performance standards, planning own work, and referring to supervisor when interpretations of departmental policies are thought necessary. Periodically, decisions are made in the absence of policies, and/or guidance from supervisor. Work is primarily reviewed for attainment of objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Natural Resources Conservation Service, COPE Environmental Center, Richmond Parks Department, Hayes Regional Arboretum, Division of Forestry, Indiana Department of Environmental Management (IDEM), Indiana Department of Natural Resources, and the public for the purpose of giving and receiving information.

Incumbent reports directly to Education Coordinating Committee.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, close and far vision, depth perception, handling/grasping/fingering objects, hearing sounds/communication and speaking clearly. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town for training and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Conservation Education Coordinator for the Soil and Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name

Title: Conservation Education Coordinator
Department: Soil and Water

Payroll/Approp. #:

Factors:

PAT I - 255

Status: Full-time

FLSA Status: Exempt

Written: October 2003

Revised: March 2007

Incumbent: L. Holeva

Disc: WAYNE \S & W

File: educationcoord