

**HYDE COUNTY**  
**Hyde Soil and Water Conservation District**

**JOB ANNOUNCEMENT**

**POSITION: District Resource Specialist**

**Pay Grade 71**

**STARTING SALARY: \$37,069 - \$38,924**

**DESCRIPTION OF WORK:**

Coordinates and implements the NC Agriculture Cost Share Program (NCACSP) and other conservation programs for Hyde Soil and Water Conservation District to include program promotion and compliance, application processes, contract development, record keeping and tracking. Gathers and analyzes data on existing land and water conditions in order to identify conservation problems and offer solutions to improve water quality and insure compliance with NCACSP guidelines. Provides technical assistance and consultation to landowners and land users, supervises construction and installation of best management practices to insure standards and specification compliance. Makes recommendations to District Board of Supervisors. Evaluates and inspects waste management systems for compliance with regulations. Provides technical support, plan development and problem resolution to insure that systems are adequate and in compliance with current specifications and standards. Performs horizontal, vertical and topographical surveys and maintains equipment. Performs horizontal and vertical control layout and construction layouts. Inspects agreement easements and submits reports. Coordinates annual spot check and conservation tour. Provides conservation information and education to the general public. Operates specialized equipment, computer programs and Nutrient Loss Evaluation Worksheet and Phosphorous Loss Assessment Tool.

The District Resource Specialist will assist Hyde SWCD in carrying out a coordinated soil and water conservation program. Position will perform administrative and technical work in developing plans to assist farmers and landowners in achieving nutrient reduction goals set forth in North Carolina's Neuse and Tar-Pam River Basin Nutrient Sensitive Waters (NSW) Management Strategy and implementing regulations.

Work will involve working with the local advisory committee (LAC), coordinating with local agency groups to target, prioritize and track best management practice implementation, and working with farmers and landowners to plan and install specific practices. Position is supervised on a daily basis by the District Administrator as designated by the District Board of Supervisors, with program oversight and evaluation by the Division of Soil & Water Conservation of the NC Department of Environment and Natural Resources. Technical supervision is provided by the Natural Resources Conservation Service of the US Department of Agriculture. Normal work hours are Monday – Friday 8:00 a.m. to 5:00 p.m.; however, staff will be required to attend monthly meetings of the District Board of Supervisors and may have to work after hours in the event of an emergency such as to address flooding or drainage concerns.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to communicate effectively with general public, officials and coworkers in oral and written form. Ability to exercise tact and courtesy during contact with public and maintain effective working relationships. Ability to interpret laws, policies, standards and specifications. Has knowledge of engineering standards and specifications. Ability to interpret maps and plans. Skilled in operating surveying and measurement tools and equipment. Ability to draw technical designs. Ability to collect and analyze samples. Knowledge of materials, tools and equipment used in environmental monitoring and analysis. Knowledge of environmental and occupational hazards and safety precautions. Ability to plan, organize, prioritize and exercise sound judgment. Ability to read and interpret technical materials, assemble and analyze information and make written reports. Knowledge of proper English usage, vocabulary, spelling and basic math. Knowledge of modern office practices and technology, computer use, data processing and records management. Ability to perform the following functions: climbing, balancing, stooping, kneeling/crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, repetitive motion and visual acuity. Ability to perform heavy work exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently

and/or up to 20 pounds of force constantly to move objects. Ability to work outside under environmental conditions such as extreme heat and cold.

**MINIMUM REQUIREMENTS:**

Requires an Associate's degree in agriculture, engineering, forestry, natural resources or closely related field and/or one to two years of equivalent combination of training and experience which provides the required skills, knowledge and abilities. *Preference will be given to applicant with Bachelor's degree in agriculture, engineering, forestry, natural resources or closely related field.* **Valid NC driver's license required.**

**APPLICATION PROCEDURE:**

Apply at the Hyde Government Center, Human Resources Department  
30 Oyster Creek Road, Swan Quarter, North Carolina 27885

**POSITION CLOSING: October 31, 2017 or until filled**

**Hyde County is an Equal Opportunity Employer.**