

ADMINISTRATIVE RESOURCE CONSERVATIONIST

The Bureau County Soil & Water Conservation District is seeking a Full-Time Administrative Resource Conservationist to administer and implement soil and water conservation practices and programs in Bureau County, Illinois. This position is 40 hours/week, Monday through Friday.

QUALIFICATIONS:

- College degree in Agriculture or equivalent
- Knowledge of soils and water quality
- Computer skills including Quickbooks and Microsoft Office
- ArcGIS knowledge is helpful
- Ability to survey, design, and supervise construction of conservation practices
- Able to promote natural resource education and manage conservation programs
- Ability to provide technical assistance to the public for Natural Resource concerns
- Willingness to work outdoors with Natural Areas and do field inspections
- Trustworthy, self-motivated, organized, detail oriented, work independently and as a team player
- Have excellent interpersonal, oral, and written communication skills
- Willingness to promote conservation education and coordinate district activities
- Ability to work under pressure and against deadlines
- Innovative and creative with a helpful, positive attitude
- Valid driver's license and proof of automobile insurance is required

Duties may include, but are not limited to, field survey, engineering design, layout, construction monitoring, grant writing, educational activities, maintaining financial records, spreadsheets, serving as office receptionist, conducting sales, general clerical assistance, preparing reports, publications, and working with the Board of Directors, staff members, landowners, and other agencies, as needed.

Employment will be contingent upon receiving a satisfactory United States Department of Agriculture background investigation. Salary will be commensurate with education and experience.

Please send a cover letter, resume and references to: **Marianne Grey, Office Manager at 312 E Backbone Road Princeton, IL 61356 or email to Marianne.grey@il.nacdnet.net. Closing Date is July 25, 2014.**

The Bureau County Soil & Water Conservation District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, sex, handicap, or sexual preference.