

May 17, 2010

JOB ANNOUNCEMENT  
Uintah Basin Watershed Coordinator

Utah Division of Water Quality in cooperation  
with the Duchesne Conservation District  
Roosevelt, Utah

**Full Time Coordinator Position.** Uintah Basin watershed coordinator to provide support in locally led planning efforts, coordinate with representatives of the watershed, identify potential funding sources, acquire funding through developing and submitting proposals, solicit and support the development and implementation of non-point source projects, report tasks and activities related to all non-point source projects, facilitate the implementation of the goals and objectives identified in Total Maximum Daily Loads (TMDL) in the watershed's rivers and streams to assure the attainment of identified endpoints, and assist as needed in attaining technical assistance to design, plan, and implement projects to improve water quality. Provide administrative support to the local watershed, contractual administration and coordination in all water quality, resource monitoring and watershed plan activities. Coordinate projects and priorities with agency project managers within watershed boundaries, including: Forest Service, Bureau of Land Management, Natural Resource Conservation Service, National Park Service, Department of Wildlife Resources, State Sovereign Lands, State Division of Forestry and Fire, area counties, and the local Conservation Districts.

This person will work under the direction of the Duchesne Conservation District and the Utah Division of Water Quality for watershed coordinator duties.

**Position Requirements**

Must be able to work effectively with the local watershed committees, conservation district supervisors, federal and state land agency managers, agricultural producers, local government entities and local citizens in the watershed boundaries.

Needs to maintain a high level of trust and provide watershed program leadership and personal initiative needed to obtain the results expected with cooperators and customers.

1. Needs technical working knowledge of and aptitude for:
  - a) Oral and written communication, proficient in the use of computers, word processing, report preparation, and spread sheet programs.
  - b) Solicitation of customers, marketing conservation programs and services and disseminating information and education through personal contacts and public meetings.
  - c) Organizational management, time management and financial management.

- d) Restoration or protection of water quality and related natural resources conservation.
  - e) Evaluation of impacts from non-point sources of pollution.
  - f) Office management skills, maintain filing systems, resource library, photo logs and central office functions.
  - g) Leadership and negotiation ability.
  - h) Knowledge of public due process related to local government plans and decisions.
  - i) Knowledge of water quality regulations and management and conservation practices planning procedures.
  - j) Ability to understand watershed issues, watershed management and ability to articulate these to the public.
2. Possess a B.S./B.A. degree or equivalent related experience. Degree is in or has other related substantial experience in biology, environmental sciences, water quality, watershed management, watershed/water quality planning, public administration, or related field. Preference will be given to persons possessing a BA/BS degree.
3. Demonstrate abilities in a majority of the following areas:
- a) Creating community partnerships
  - b) Recruiting, training and involving volunteers
  - c) Leading and facilitating group discussion and decision making
  - d) Coordinating grant writing and fundraising, writing funding proposals.
  - e) Project management.
  - f) Budget preparation, tracking, and analysis.
  - g) Developing and implementing a strategic management plan for a watershed or community organization.
  - h) Evidence of leadership in solving problems of diverse groups of people.
  - i) Experience with fiscal accountability and business management.
4. Works independent of supervision and works well with elected officials as well as other technical and professional staff. Needs high degree of self-motivation and original thinking.

5. Possess a valid vehicle driver's license. Position requires the regular use of a personal or government motor vehicle on both public and private roads during daylight hours and after dark. Mileage paid for personal vehicle business use.
6. Offers services to individuals and groups without regard to race, color, religion, sex, national origin or other such designations protected by law.
7. The work is usually sedentary in an office environment. Some walking is required over rough terrain when on tours, inspecting field sites, reviewing project areas.

### **Work Period / Travel**

Work and/or office hours are generally from 8 a.m. to 5 p.m. Monday through Friday. Regular travel throughout the district and watershed. Evening and weekend meetings as required to meet with other watershed committees and attend various state and federal agency meetings. Occasional overnight trips.

### **Compensation**

Starting salary range \$28,000 to \$32,500 plus benefits for fulltime employment.

### **Application**

Please respond by submitting a cover letter, resume and three references (including prior employers) to: Darrell Gillman, Utah Association of Conservation Districts (UACD), 240 West Highway 40 333-4, Roosevelt, UT 84006 (435) 722-4621 Ext.127  
darrell.gillman@ut.nacdnet.net

Applications will be accepted until position has been filled. The closing date will be June 7, 2010 or until filled.