



CONSERVATION DISTRICT

CLAUDE SHEW, JR.
CHAIR

GWEN MINTON
VICE CHAIR

W. TED CARTER
SEC. - TREASURER

DR. BILL H. DAVIS, JR.
MEMBER

ZACH MYERS
MEMBER

Wilkes Soil & Water Conservation District

416 Executive Drive, Suite A • Wilkesboro, NC 28697 • (336) 838-3622 Ext. 3

Conservation Program Education Specialist

General Statement of Duties:

Performs a myriad of tasks of and related to supporting the Wilkes County Soil and Water Conservation District its supervisors and the staff.

Distinguishing Duties of the Class:

An employee in this class is charged with the day to day bookkeeping tasks of the office, assists the Soil and Water Conservation staff in writing, monitoring and maintaining grants; and provides staff and office support for the five Board of Supervisors of the Soil and Water Conservation District Board including acting as recording secretary for Board meetings. The position also plans and implements educational programs in the communities and establishes sound relationships with the elementary, middle and high schools in conserving soil, water, and other natural resources of Wilkes County. Work is performed under the general supervision of, and reports to the District Director and performance is reviewed through conferences, reports, observation of program activities completed, and feedback from groups receiving the services. Efficient and effective productivity on a daily basis is essential.

Essential Duties and Responsibilities:

- Provides office support for the Wilkes Soil and Water Conservation District Staff and the Five members of the Soil and Water Conservation Board.
- Works with, and establishes a sound relationship with the agricultural community, the school system, and the soil and water conservation partnership.
- School visits, presentations, and answering impromptu questions on various conservation programs will be a normal activity.
- Attending various training sessions and some overnight travel will be required.
- Ability to record concise minutes during district board meetings.
- Ability to work as a team while thinking and solving problems independently is a desired trait.
- Proficiency in using all facets of Microsoft Office is critical
- .Eloquent usage of the English language both orally and in writing would be ideal.
- The capacity to work, and communicate, with the general public.
- Assist the district in completing grants and requests for funds from various sources to aid in conservation practices and educational activities.

Minimum Qualifications: Graduation from two year course of study with a degree in business administration, environmental studies, natural resource management, bookkeeping, or the equivalent combination of training, education and experience.

Graduate from a four year program preferred.

Special Requirements: NC Drivers License and ability to be bonded.