



Livingston County Soil and Water Conservation District

USDA Service Center

1100 Morton Parkway - Chillicothe, MO 64601

Phone: 660-646-5687

Fax: 660-646-4894

Attached is a position description for the position which we are hiring for. Please read it thoroughly so you understand the requirements of this job. You may keep the position description page for your reference. Also attached is the employment application.

The starting pay rate for Program Specialist is \$12.71 per hour. Benefits include health insurance. After a probationary period, vacation leave, sick leave, and retirement are offered. There is advancement opportunity available after time served and various certifications obtained which would increase the pay rate up to \$18.18 per hour.

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STEVE RADCLIFF

Vice-Chairman
DAVID MORRIS

Secretary
KEVIN HANSEN

Treasurer
LARRY DAVIES

Board Member
CHRIS BAKER

Program Specialist
KRISTEN LOURENCO

District Technician

LIVINGSTON COUNTY SOIL AND WATER CONSERVATION DISTRICT

POSITION DESCRIPTION

TITLE: PROGRAM SPECIALIST II

DEFINITION: This position is that of a Program Specialist II responsible for assisting the Board of Supervisors and the personnel assigned to the District in promoting the application of soil and water conservation practices, and in fulfilling their responsibilities to protect and to develop all natural resources within the Livingston County Soil and Water Conservation District.

The incumbent of this position works independently of direct day-to-day supervision. Policy and program direction is received from the district board.

DUTIES & RESPONSIBILITIES:

- Coordinates cost-share implementation with NRCS District Conservationist and manages the day to day operation of the District with guidance from the Board of Supervisors.
- Accurately prepare cost-share applications, amendments and claim forms in a timely manner.
- Maintains a cooperative relationship with all natural resource agencies operating within the district.
- Responsible for the proper maintenance and use of all district office equipment and facilities.
- Coordinates requests for district assistance with the NRCS District Conservationist and other appropriate resource agencies.
- Responsible for managing the district assistance grants.
- Responsible for timely data entry into the accounting system program to track all income and expenses for the district.
- Maintains adequate records and prepares various reports for submission (Quarterly/Financial/Cost Share/etc.).
- Verify that all expenditures are eligible according to the state constitution, commission policy and district policy.
- Prepares checks for signatures, balances checkbook, and prepares deposits for review and approval by the district board of supervisors.
- Responsible for payroll processing, which includes maintaining payroll records, tax files and timesheets
- Implements the Information/Education activities for the District including Poster Contest, Partner in Education, Annual Meeting, etc.
- Keeps district board informed of actions taken, trends in conservation work that appear to be developing, and issues in which the district may have an interest or wish to become involved.
- Compiles background information to facilitate the decision-making and policy-setting function of the board.
- Coordinates district involvement and assistance in a variety of programs and activities with the NRCS District Conservationist, the state soil conservation agency and others.
- Identifies sources and recommends actions to the board to secure the needed personnel for district operations.
- Performs other related duties as requested by the district board.
- Performs duties in accordance with the cooperative working agreement between NRCS, the Soil and Water Districts Commission, the MO Department of Natural Resources and the Livingston County SWCD.
- Performs duties in compliance with the EEO/Civil Rights Act.
- All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the district and NRCS.

PERFORMANCE REVIEW:

The incumbent of this position will be evaluated against the requirements developed for this position. A formal review will be completed by the district board on a yearly basis and will be discussed with the incumbent. The performance rating is an overall evaluation of the performance in the judgment of the district board. It will be the basis for any merit pay increases granted by the district board.

REVISED: 6/19/06; 8/25/10; 9/19/11; 11/25/13; 7/9/15

EMPLOYMENT APPLICATION

Name: Last, First, Middle

Address: Street, City, State, Zip

Phone number you can be contacted at

When can you start work? _____

How did you hear about this position? _____

Work Experience

List your current or most recent job first and work backwards.

May we ask your present employer about your character, qualifications, and work record? _____ YES _____ NO

Name and Address of Employer's Organization:

Dates Employed:

From: _____ To: _____

Salary:

Starting: \$ _____ Ending: \$ _____

Average Number of Hours Worked: _____

Reason for Leaving: _____

Your Immediate Supervisor:

Name Telephone Exact title of your job

Describe your specific duties, responsibilities and accomplishments in this job:

Name and Address of Employer's Organization:

Dates Employed:

From: _____ To: _____

Salary:

Starting: \$ _____ Ending: \$ _____

Average Number of Hours Worked: _____

Reason for Leaving: _____

Your Immediate Supervisor:

Name	Telephone	Exact title of your job
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Describe your specific duties, responsibilities and accomplishments in this job:

Name and Address of Employer's Organization:

Dates Employed:

From: _____ To: _____

Salary:

Starting: \$ _____ Ending: \$ _____

Average Number of Hours Worked: _____

Reason for Leaving: _____

Your Immediate Supervisor:

Name	Telephone	Exact title of your job
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Describe your specific duties, responsibilities and accomplishments in this job:

Education

Did you graduate from high school?

If YES, give year graduated: _____ Or received GED equivalency: _____

If NO, give the highest grade you completed: _____

Write the name and location of the last high school you attended, or where you received your GED high school equivalency:

Have you ever attended college? _____ YES _____ NO

If YES, indicated the name and location:

Name Location	Year Attended	Number of Credit Hours Completed	Type of Degree	Year of Degree
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1. _____

2. _____

3. _____

If you have completed any other courses or training related to the kind of job you are applying for (trade, vocational, Armed Forces, business) give information below:

Name Location	Year Attended	Classroom Hours	Subjects	Training Completed
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1. _____

2. _____

3. _____

Special Skills, Accomplishments and Awards

References

List three people who are not related to you and are not supervisors you listed but know your qualifications for the kind of job for which you are applying. At least one reference should know you on a personal basis.

Name	Phone Number	Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

During the last 10 years, were you fired from any job for any reason, or did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems?

_____ YES _____ NO

Have you ever been convicted of, or forfeited collateral for any felony violation?

_____ YES _____ NO

During the last 10 years, have you been on probation or parole?

_____ YES _____ NO

You may be required to take a physical and/or drug tests. Would you be willing to comply?

_____ YES _____ NO

Do you have a valid driver's license?

_____ YES _____ NO

Has your driver's license ever been revoked?

_____ YES _____ NO

Employment will be subject to a successful Security Background Check.

Livingston County SWCD is an Equal Opportunity Employer.

SIGNATURE, CERTIFICATION AND RELEASE OF INFORMATION

You must sign this application. This is not a state or federal job announcement.

- A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work.
- I consent to the release of information about my ability for employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees.
- I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete and made in good faith.
- I agree to a drug free work environment.

Signature

Date Signed (Month, day, and year)

(Revised 3/17/2014)