

## SOIL CONSERVATION REPRESENTATIVE

### KIND OF WORK

Advisory and technical soil and water conservation work.

### NATURE AND PURPOSE

An employee in this class is responsible for promoting the establishment and maintenance of policies and programs of the State Soil and Water Conservation Board and the Department of Natural Resources as they relate to soil and water conservation activities. In the field this employee works directly with local soil and water conservation governing bodies within the limits of the Department of Natural Resources Regional Office to coordinate activities; and provide information and education and technical assistance when necessary. The Soil Conservation Representative assigned to the Soil and Water Conservation Board Central Office provides technical support to the Executive Director, Assistant Director, or Soil Conservation Representative, Senior; or coordinates a limited soil and water conservation program. This employee works closely with staff of the Department of Natural Resources while carrying out the programs and policies of the State Soil and Water Conservation Board. This employee has a dual reporting relationship for administrative purposes to the Natural Resources Regional Administrator and for program purposes to the Soil and Water Conservation Board Executive Director or Assistant Executive Director. The Central Office Soil Conservation Representative reports both for administrative and program purposes to a higher level position in the Soil and Water Conservation Board Office.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides supervisors and staff employees of Soil and Water Conservation Districts with training regarding the law and policies under which they work so that the districts will carry out more effective programs.

Promotes information and education programs on behalf of Soil and Water Conservation District Supervisors to better inform the general public about soil and water conservation concerns.

Assists in implementing a uniform bookkeeping and filing system for each of the Soil and Water Conservation Districts in the assigned region so that records will be consistent and more easily audited.

Provides for an interchange of information and cooperation between Soil and Water Conservation Districts so that programs and experiences of the districts can be shared to promote conservation programs.

Develops effective working relationships with the Department of Natural Resources Regional Administrator and other staff in the regional office so that their expertise is made available to the Soil and Water Conservation District Supervisors.

Assists in maintaining and strengthening area, state, and national associations of Soil and Water Conservation Districts so that effective organizations are developed to improve soil and water management and conservation programs.

Provides liaison between the State Soil and Water Conservation Board and the Soil and Water Conservation Districts in a region so that a consistent statewide program is implemented.

Provides staff support to a Soil Conservation Representative, Senior or higher level Soil and Water Conservation Board employee in order to contribute technical knowledge and expertise toward meeting program objectives.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

The principles of agronomy and soil as they relate to soil and water conservation.

Federal and state laws and regulations relating to the organization and financing of soil and water conservation activities.

##### Ability to:

Achieve cooperation between the various groups and individuals representing different interests relative to Soil and Water Conservation.

Communicate effectively verbally and in writing.

Est.: 10/28/59  
Rev.: 3/81

T.C.:  
Former Title(s):