



Amador Resource Conservation District  
12200 B Airport Road, Jackson CA 95642

### Vacancy Announcement

#### HEALTHY SOILS NATURAL RESOURCE TECHNICIAN or SPECIALIST/PROJECT COORDINATOR

The Amador Resource Conservation District (ARCD) is currently accepting applications for the position of Healthy Soils Natural Resource Technician or Specialist/Project Coordinator to provide natural resource technical assistance to agricultural landowners.

The ARCD is a local district of government that aids private landowners to address natural resource concerns. The ARCD works closely with the Natural Resource Conservation Service (NRCS). The ARCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a five-member, volunteer Board of Directors appointed by the Amador County Board of Supervisors. The RCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long-Range Plan to address resource concerns and opportunities within the County.

This team member will work with ARCD Executive Director and Agricultural Project Manager to assist landowners in providing general soil health, carbon farm planning, and best management practices education to farmers and ranchers through educational events and workshops. This team member will work with ARCD and NRCS staff to identify and prioritize producers to provide one-on-one assistance for the Healthy Soils Program incentives grants and the Environmental Quality Incentive Program (EQIP). The team member will then provide technical assistance for implementation and reporting for producers that are awarded funding through the Healthy Soils Program incentives grant and/or EQIP.

Another project will include assisting landowners in developing pollinator/wildlife habitat. The ARCD has funding from the Wildlife Conservation Board to install pollinator/wildlife habitat on agricultural lands. This team member will work closely in selecting landowners to participate, develop habitat management strategies, and assist landowners with installation.

The Amador Resource Conservation District (ARCD) is seeking applications from an individual for an at-will employee to provide technical assistance to landowners and project coordination. The position could be full or part-time depending on the candidate's interest. The position is a non-exempt at-will position, the position is expected to be funded for at least two years but is contingent upon available funding. This team member will work with staff to apply for grants to continue to fund this position.

Partial telecommuting is available. Work will require site visits to farming/ranching operations in Amador County, CA. The Amador RCD Office is located at 12200 B Airport Road, Jackson CA.

#### General Description:

The purpose of the work, which typically consists of professional and administrative assignments, is to advise and motivate individuals and organized groups of landowners to address resource concerns on other agricultural land. Amador RCD is looking for someone experienced in agriculture to develop conservation plans

and support regenerative agriculture projects with on-the-ground knowledge of conservation management practices, implementation of those practices and reporting to track progress. This position must be able to build trust, communicate with farmers and ranchers successfully, assess the landscapes, offer a suite of conservation management practices and creative ideas, ultimately, leading the efforts of building a farm/ranch plan with maps, charts, and written form with those interested. This must be performed with confidence and to support the direction of where the farmer/rancher would like to see their operation with soil health, Green House Gas (GHG) reduction, carbon sequestration, pollinator/wildlife habitat development, and more in mind. This position will also actively promote, facilitate applications, agreements/invoicing/reporting, implementation and ensure successful final reporting of local, state, or other cost-share funding opportunities for farmers/ranches.

**Required Qualifications:**

- Experience in agriculture.
- Ability to develop grant applications and/or conservation plans.
- Ability to meet with private landowners to educate them about healthy soils best management practices and the healthy soils incentives program. Ability to assist in the preparing of applications, the implementation of practices, and grant reporting.
- Knowledge of pollinator/wildlife habitat development/rehabilitation best management.
- Ability to lift up to 40 pounds and walk on uneven terrain for an extended period of time.
- Valid CA State driver's license and proof of insurance.
- Ability to pass security clearance; including reference check, background investigation, and/or criminal history inquiry.

**Desired Qualifications:**

- Bachelor's degree in Natural Resources, Soils, Agriculture, Environmental Science, or equivalent education and experience.
- The ideal candidate would have a technical certification/professional license, though not required.
- Experience conducting resource inventories and analyzing the data for development of conservation plans and grant applications.
- Knowledge and experience working with computers. Ability to type and use Microsoft Office programs, including Word, Excel, Access and Publisher, and GIS software programs.
- Professional knowledge of a wide range of soil and water conservation principles, methods, and techniques sufficient to skillfully assess, analyze and evaluate environmental concerns.
- Knowledge and experience using standard office equipment, including copier, fax, phone system, and special equipment.
- Strong verbal and written communication skills.
- Strong customer service skills, including experience working with private landowners.
- Strong organizational and collaborative skills
- Experience and knowledge of natural resources and agriculture in the California Foothills and/or Amador County.
- Understanding of agriculture and irrigated lands and understanding of soil health principles and best management practices.
- Strong ability to interpret and follow rules and regulations.

## Duties:

### Technical Assistance Roles/Responsibilities

1. Implement project deliverables for the Amador RCD; in particular, tasks in grant agreements received from CDFA Healthy Soils Program.
2. Meet with private landowners to educate them about NRCS programs, HSP Incentives, and other funding sources as available, the planning process and the details of conservation contracting under the EQIP and HSP.
3. Assisting landowners in developing pollinator/wildlife habitat. The ARCD has funding from the Wildlife Conservation Board to install pollinator/wildlife habitat on agricultural lands.
4. Work with ARCD staff to develop a process to select landowners to participate, develop habitat management strategies, and assist landowners with installation.
5. Document existing conservation conditions on private forestland, cropland, pastureland, and rangeland as well as landowner goals and objectives.
6. Develop resource inventories, analyze data, and develop alternatives related to conservation conditions. Provide qualitative evaluations of those conditions from which landowners can make resource treatment decisions for their forest or other agricultural lands.
7. Provide technical assistance and related maps, utilizing NRCS software programs and ArcGIS. Draft conservation contracts including cost share rates for appropriate practices to treat resource concerns primarily on forestland where dead tree removal is needed to reduce wildfire hazard.
8. Develop practice implementation requirements for practices included in conservation contracts and provide verbal as well as field instructed guidance to ensure landowner understanding of requirements prior to starting work.
9. Conduct inspections of completed work under conservation contract for payment.
10. Conduct biological or cultural resource surveys as needed prior to Client starting work with surveys including those for migratory bird nesting.
11. Perform other duties as assigned.
12. Assist in developing information and educational products for the public and landowners.
13. Assist with the RCD's outreach and educational activities, including production of materials (newsletters, pamphlets, surveys, etc.) and special events (workshops, etc.) to promote program.

**COMPENSATION:** \$25.80/hour- \$39.52/hour based on demonstrated experience and the ability to work independently. Benefits include 2 weeks of paid vacation and 2 weeks of sick leave. ARCD offers a CalPERS 457b Retirement Plan with an employer match of up to 7.4% for full-time employees. The ARCD is in the process of developing healthcare benefits that are not currently offered.

**Technician Designation:** \$25.80-\$32.92: This is designed to be an entry-level to mid-level position (1-4 years of related experience). The ARCD would provide specialized training for the related programs and assist the team member with developing project coordination/management skills.

**Specialist Designation:** \$30.96-\$39.52 This is designed to be a team member with 3+ years of technical assistance and project coordination experience. This position would need limited supervision and be well-versed in the programs described in this vacancy announcement.

### Proposal Application and Submission:

*Copies of this vacancy announcement are available on the Amador Resource Conservation District website at: [www.AmadorRCD.org](http://www.AmadorRCD.org)*

Application Packet should include: Cover letter, resume, and list of at least three work references

Position is open until filled; position may be filled anytime during the application period. Electronic copies of the proposal package addressing all criteria **must be received at the latest by February 24, 2025**, delivered to the following email address: **Amanda@AmadorRCD.org**

If you have further questions about this consultation opportunity, please contact Amanda Watson at (209) 217-1090 or [Amanda@AmadorRCD.org](mailto:Amanda@AmadorRCD.org)