

Tuolumne County Resource Conservation District

Conservation Technician: Position Description

Under supervision, assists in the administration and implementation of TCRCDD programs including:

- Regional Water Conservation Program
- Small Parcel Storm Water Pollution Prevention and Land Stewardship Program
- Tuolumne-Stanislaus Integrated Regional Water Management Administration

Job Related and Essential Qualifications

Knowledge of:

- Public information methods and techniques, including media relations.
- Research methods.
- Statistical analysis.
- Business communications.
- Project management methods.
- Customer service (in person, by telephone, and by email.)
- Standard office equipment.
- Organizing methods.
- Proper spelling, grammar, punctuation, and writing.

Skills to:

- Locate, compile appropriate data, information, and materials.
- Coordinate and conduct several projects concurrently.
- Mathematically perform statistical analyses and prepare and control budgets.

Ability to acquire and maintain a working knowledge of:

- Public speaking skills.
- Make accurate mathematical calculations of moderate difficulty.
- Prepare and maintain records and reports.
- Problem solving skills.
- Utilize software such as Word, Excel, Adobe Acrobat, etc.
- GIS experience.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualified. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of increasingly responsible work experience in business, office, or public service environment.

Training/Education: A.A./A.S. Degree minimum, Prefer B.S./B.A. degree in Natural Resources or Business related subjects.

License of Certification: Possession of, or ability to obtain an appropriate California driver's license and driving record.

Salary

This will be a full time, partially benefited employee position. Salary commensurate with experience and grant allowances. To be negotiated with the successful candidate at the time of offer.

For questions or additional information please contact District Manager Lindsay Mattos at lindsay@tcrcd.org or (209) 984-0500.