

STATE OF OKLAHOMA
OKLAHOMA CONSERVATION COMMISSION
JOB ANNOUNCEMENT

Watershed Project Coordinator

Unclassified

Salary Range: \$3,637.50 - \$3,805.55 month

Opening Date: March 05, 2008

Closing Date: March 24, 2008

Job Description

The Watershed Project Coordinator is the lead Oklahoma Conservation Commission (OCC) Water Quality representative in the designated 319 Non Point Source Demonstration Watershed Projects. The job requires leadership skills, environmental skills, written and oral communication skills, ability to design and write farm conservation plans, attention to detail and ability to keep accurate records and an overall knowledge of the goals and responsibilities of the OCC Water Quality Division. It is a project specific job to last 3 years and is needed to implement the FY07 319 supplemental grant.

Job Location

Stillwell, Oklahoma

Duties and Responsibilities

The coordinator's job duties will include the following:

- (1) Coordinate the activities of the Watershed Advisory Group (WAG) with the local Conservation Districts, to include:
 - a) Schedule WAG meetings with concurrence of OCC Water Quality Director or his designee.
 - b) Select and set up WAG meeting locations.
 - c) Develop agenda of WAG meetings in concurrence with WAG co-chairmen and OCC Water Quality Director or his designee.
 - d) Communicate with co-chairmen on an "as needed" basis, keeping them informed on such items as: correct status of planning, funds expenditure, correspondence from OCC/WQ staff and OCC on items concerning the Project.
 - e) As, coordinate, plan and set up any public meetings and tours that are needed as stated in the EPA Grant. This may be accomplished jointly with the chairperson of the EdWag and in cooperation with all sponsors, to include: Conservation Districts, WAG Membership, NRCS, Cooperative Extension Service, other agencies.
 - f) Will attend monthly board meetings and make updates to the conservation districts and to OCC Water Quality as needed.

- (2) Conservation/Animal Waste Planning Responsibilities:
 - a) Become proficient in writing plans and contracts according to NRCS standards and specifications.
 - b) Coordinate planning activities with the conservation districts and NRCS planner, to include: scheduling his assistance as needed; keep the OCC/WQ Director or his designee updated on the planning process; keep running totals of

- funds obligated and the amounts spent in each county; make monthly reports to OCC/WQ office on progress of planning and funds.
- c) Coordinate tracking of conservation plans and practices, to insure that the targeted areas are being addressed, and working with NRCS to insure that water quality concerns are addressed.
 - d) Coordinate and work with the Conservation District to conduct annual status reviews on all cooperators under the 319 cost share program. This review will include: (1) progress of BMP installation schedule, (2) dollars obligated, (3) dollars spent, (4) developing and implementing any needed revisions to the Schedule of Operations. Also, with concurrence of the district boards, send any needed correspondence to cooperators to encourage them to implement any overdue BMP installations.
 - e) Furnish the Oklahoma Conservation Commission water quality staff with copies of all plans and agreements written for the 319 program.
 - f) Will coordinate, with the local Conservation District employees, the payments to cooperators – to include: submitting of claims to OCC for funding.
- (3) Participate in Watershed Educational Activities which may include:
- a) Working with the education coordinator on:
 - School presentations
 - Outdoor Classroom activities
 - Producer tours of BMP demonstrations
 - press releases and radio and television spots
- (4) Other duties as assigned and directed by the job supervisor.

Educational Requirements

A minimum of a bachelor's degree in an agricultural, biological or environmental science is required. A minimum of one year of experience in conservation planning is also required.

Direction and Supervision of Work

All direction and supervision will be given by the OCC Water Quality Director or his designee.

Application Procedures: Interested and qualified persons should submit an OCC application and cover letter with a daytime phone number to:

Oklahoma Conservation Commission
Attn: Human Resources
2800 N Lincoln Blvd. Suite 160
Oklahoma City, OK 73105
405-521-4839

The OCC application can be accessed via the internet at:
http://www.ok.gov/okcc/Employment_Information.html