



*Grant County Conservation District
1107 S Juniper Drive
Moses Lake, WA 98837
509-765-9618-Office * 509-765-4127-Fax
www.columbiabasin cds.org*

IRRIGATION WATER MANAGEMENT COORDINATOR POSITION

The Grant County Conservation District, located at 1107 S Juniper, Moses Lake, has a job opening for Irrigation Water Management Coordinator. The job requires the individual to work with local producers to implement, document and report completed Irrigation Water Management (IWM) cost-share practices. The ideal person should have competency in MS Office products and ability to interpret and utilize maps or mapping software including ArcMap/ArcGIS. On-the-job training is provided. \$15-\$17 an hour DOE with full benefits including sick, vacation and holiday pay.

More details and full job description can be found at columbiabasin cds.org or stop by our office at 1107 S Juniper in Moses Lake. Please send a resume and cover letter via e-mail no later than August 1, 2014 to marie-lotz@consevewa.net or drop off to our office.

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PRIMARY PURPOSE AND FUNCTION

Work with local producers to implement, document and report completed Irrigation Water Management (IWM) cost-share to the Grant County Public Utility District (GCPUD).

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Send notices to producers via mail/email with program updates regarding enrollment, year-end reporting and/or other important dates/deadlines.
- Conduct a yearly enrollment period (usually beginning on or around March 15th) for producers to sign up or verify fields for upcoming season.
- Ensure that all program documents remain updated and that current copies are included in the producer files.
- Verify all field locations, acres, and pump locations using GWMA maps and update as needed with field changes (i.e. circle conversion, corner system, etc.).
- Maintain a communication log in producer files to document all contacts made and information sent/received to producer.
- Create and maintain a producer information spreadsheet as specified by the GCPUD.
- Conduct yearly random field visits to producer fields to ensure IWM practice compliance. Pictures to be taken and kept in producer files.
- Conduct year-end reporting (usually beginning October 1st and ending November 15th) for producers to submit all yearly reports documenting the implementation and completion of IWM practices for the season.
- Create and send producer cost-share invoices once completion of IWM practices for the season are verified. Once signed by the producer, the invoice will be submitted to the GCPUD for cost-share payment as specified in the GCPUD Interlocal Cooperation Agreement.



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- Submit producer information spreadsheet to the GCPUD with an invoice from Grant County Conservation District as specified in the GCPUD Interlocal Cooperation Agreement.
 - Complete any and all other tasks as assigned by the GCPUD or Grant County Conservation District.

KNOWLEDGE AND SKILL

- High School diploma or equivalent required.
- Demonstrated problem solving and people skills.
- High accuracy in work with strong attention to detail.
- Proven oral and written skills.
- Competency in MS Office products, multi-line phone systems, email and internet applications.
- Ability to interpret and utilize maps or mapping software including ArcMap/ArcGIS.
- Ability to travel if needed.

PHYSICAL DEMANDS

- Sitting for long periods of time.
- Frequent alpha/numeric keyboarding.
- Light field work and travel.

EMPLOYEE BENEFITS

- 403b Retirement in lieu of Social Security.
- Sick leave
- Annual leave
- Holiday pay
- Medical stipend or health insurance
- Yearly training
- \$15-17 an hour depending on experience