



# Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

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## Position Description

**Title:**                    **Range Planner**

**Introduction**            The duties of the person in this position will be to work collaboratively with private landowners, District staff, and partner organizations to develop and implement conservation plans, coordinate grant activities, complete project administrative duties, and conduct educational and outreach activities related to range management and the improvement of shrub-steppe and riparian habitat on private lands.

- Essential Duties & Responsibilities**
1. Develop custom resource management plans for land managers using their goals, existing resources, and addressing natural resource concerns.
  2. Plan and carry out systematic ecosystem-based rangeland inventories to identify and assess rangeland characteristics, amounts, types, and values.
  3. Monitor and evaluate data to determine if land management goals are being achieved. Conduct short/long term monitoring of plant community, grazing impacts, and soil erosion hazards.
  4. Develop, implement, and evaluate rangeland and upland/riparian habitat restoration projects.
  5. Prepare grazing plans and determine location and proper stocking rates.
  6. Plan or assist in the planning of fences, water developments, pipelines, and/or plant community changes.
  7. Facilitate Coordinated Resource Management meetings related to range management on public lands. Facilitate small and large group meetings with a diverse array of stakeholders to achieve consensus regarding natural resource issues, primarily range management and water quality.
  8. Evaluate shrub-steppe and riparian habitat/range conditions. Provide technical assistance to private landowners and land managers wishing to voluntarily increase the quantity and quality of shrub-steppe and riparian habitat, often while reducing wildfire risk.
  9. Provide education and outreach to the public on the value of sustainable and resilient upland terrestrial ecosystems. This typically includes tabling at community events, speaking at meetings, and teaching classes.
  10. Communicate project activities to co-workers, granting agencies, Board, project partners, and the community.

11. Write grant and project funding applications as well as assist with contract negotiation and administration.
12. Periodically supervise staff and/or volunteers.
13. Develop cost estimates and manage multiple budgets associated with a variety of grant funding sources.
14. Perform other duties as assigned by supervisor.
15. Perform all actions while on official duty in a safe and healthful manner and of a nature to reflect favorably on the Okanogan Conservation District.

**Required Knowledge & Skills**

1. Bachelor's degree with major course work in range management and/or directly related plant, animal, and soil sciences; wildlife management; watershed management; fire ecology; forestry; botany; natural resource management, or a related discipline.
2. The incumbent must possess or earn via training provided by the District and/or our partners, and maintain a valid Level 3 (or higher) Conservation Planning certification from the USDA Natural Resources Conservation Service. Equivalent planning certification may be considered on a case by case basis.
3. Knowledge of common native and introduced plant species (including grasses) in Okanogan County.
4. Knowledge of habitat needs for wildlife common to Okanogan County.
5. Awareness of practices to reduce wildfire risks in the shrub-steppe and forested landscape, while also maintaining beneficial habitat for wildlife, based on the landowner's goals.
6. Knowledge of a broad range of soil and water conservation principles and techniques to evaluate resource concerns and apply to complex and diverse land uses.
7. Ability to import data and develop maps and other graphical depictions of conservation values and plans using ArcGIS.
8. Able to effectively communicate verbally and in writing with a diversity of ranchers, private landowners, agency and organization partners, co-workers, and others. Able to work positively and successfully with individuals one-on-one and in group settings.
9. Ability to organize and plan own schedule of activities related to work goals set by the District Manager. Self-motivated, able to work independently and in groups, work efficiently and honestly.
10. Demonstrable experience facilitating groups of multiple stakeholders to resolve land use and natural resource issues using collaborative problem solving.

11. Ability and desire to motivate individuals to adopt resource management practices on their property. This may include educational speaking in front of public groups as well as one on one interaction.
12. Research, report, and informational writing skills.
13. Ability to coordinate multiple projects and timelines.
14. Computer literacy (word processing, spreadsheets, and database management) at an intermediate level or higher.
15. Ability to maintain accurate records regarding time-keeping and authorized expenses.
16. Ability to work closely, cooperatively, and in a diplomatic manner with others in a public office environment.
17. Must be able to physically perform the tasks of the job in the field by traversing uneven ground in varied weather conditions and occasionally carrying up to 50 pounds of equipment and/or materials.
18. Ability to travel, sometimes over-night, for field visits and meetings.
19. Must have, or be able to obtain, and maintain a valid Washington State Driver's License.

**Preferred Knowledge & Skills**

1. Using Global Positioning System (GPS) devices to collect geo-referenced information and downloading data to a computer system for further analysis.
2. Developing, writing, and administering grant applications and projects funded by grants.
3. Surveying and identifying soils and/or hydrologic processes.
4. Knowledge of fire behavior in shrub-steppe and forest ecosystems in Eastern Washington. Experience conducting wildfire risk assessments and developing solutions to reduce risk.
5. Knowledge of forest management and best management practices for dry pine and mixed fir forests in Eastern Washington.
6. Assessing pasture condition through the analysis of soil test reports and providing recommendations such as weed control, seeding, nutrient management, and irrigation application.

**Supervision**

This position is under the direct supervision of the District Manager. This position may temporarily supervise other employees as assigned by the District Manager or Board of Supervisors.

**Compensation**

This position's annual salary range is \$39,520 – \$47,840. This position is eligible for vacation leave, sick leave, medical benefits, 10 paid holidays per year, and Washington State DRS retirement benefits. Terms of compensation and benefits are set by the position appointment letter and may be amended at any time by the Board of Supervisors.