

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB DESCRIPTION

Opening Date: January 29th, 2025

Closing Date: Open Until Filled

Position Title: Natural Resources Specialist I

Group/Class: B16/2682

Starting Salary: \$48,000.00

Work Location: Mt. Pleasant, TX

Travel: As needed

Reports to: Mt. Pleasant Regional Office Manager

GENERAL DESCRIPTION

Performs routine (journey-level) natural resources work in the statewide soil and water conservation and nonpoint source pollution abatement programs. Work involves disseminating information, maintaining database, office duties, performing assignments and providing support in planning, design, management, and implementation of programs and practices related to agency responsibilities in soil and water conservation, agricultural and silvicultural nonpoint source pollution management, animal waste management, and other areas. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates planning, development, and implementation of Water Quality Management Plans (WQMPs) to include performing technical work necessary and collection of appropriate technical data required for the development, certification, and implementation of WQMPs.

Provides Water Quality Management Plan information and guidance to agricultural producers and other agencies.

Assist with receiving guests and calls, directing them to appropriate staff members.

Responsible for incoming and outgoing mail deliveries and postage equipment.

Maintains log of postal expenditures.

Responsible for inventorying and ordering office supplies and equipment as needed.

Assists with reviewing water quality management plans to ensure basic components are included and in proper format prior to certification.

Maintains computer files to track all water quality management plans submitted for certification and update status of each plan.

Performs field technical work necessary for development and certification of Water Quality Management Plans.

Reviews documents for obligation and payment of cost-share funds. Maintains filing system to track cost-share requests and funds paid to participants.

Assists in preparing and disseminating information of public interest concerning various agency programs and services. Assists in preparing special correspondence, reports, studies, forms, and documents.

Develops, coordinates, and maintains record keeping and filing system.

Responds to routine inquiries and interprets agency rules, regulations, policies, and procedures.

Assists in planning and coordinating special meetings and conferences.

May develop special administrative analyses and summaries of staff reports and recommendations for review by the Regional Manager and other staff.

Develop maps in GIS system to provide information for producers and determine rankings within the water quality management plan program.

Assists in data collection, research, analysis, evaluations, inspections, or surveys to determine the impact on natural resources. Conducts inspections and assessments of water quality management plans through annual status reviews.

Assists in validating environmental and ecological assessments. Assist in field studies and in evaluation programs and techniques.

May serve as additional duty safety officer.

May train others.

Performs other duties as assigned.

EXPERIENCE AND EDUCATION

Graduation from a standard senior high school or equivalent is required. Experience in office practices, administrative support work, or agriculture/natural resources is preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of office practices and administrative procedures. Skill in use of office equipment and computer software programs required. Excellent written and verbal communication skills are required. Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to train others. Must be able to safely accomplish light lifting (under 15 lbs) and participate in light physical activity.

APPLICATION PROCESS

A completed, signed State of Texas application for Employment is required for this position. Resumes may be submitted but will not be accepted in lieu of the application.

A State of Texas application may be completed on the Workintexas website at <http://www.workintexas.com>. An application may also be email to tmatthys@tsswcb.texas.gov or mailed to:

Human Resource Department
Texas State Soil and Water Conservation Board
1497 Country View Lane
Temple, TX 76504-8806

For additional information, visit our website at <http://www.tsswcb.texas.gov>

VETERAN'S PREFERENCE

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 8831, 9S100 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

<https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

SELECTION INFORMATION

Criminal background checks maintained by the Texas Department of Public Safety (DPS) will be conducted before an offer of employment is extended. Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the TSSWCB. At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire. TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The Texas State Soil and Water Conservation Board is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age or disability. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.