

1101 11th Avenue
Helena, Mt. 59601



Phone: (406) 454-0056
mrcdc@macdnet.org
www.MissouriRiverCouncil.info

RE: MRCDC Coordinator Position Application

March 26, 2019

Dear Interested Applicants,

Please fill out and attach the following documents:

- Cover letter addressed to Steve Wanderaas
- Job Application Form
- Resume with references
- Writing assignment

Submit all documents in pdf format by April 15, 2019 by 5 p.m. MST electronically to:
mrcdc@macdnet.org

Sincerely,

Rachel Frost

Rachel Frost
Missouri River Conservation District Council Coordinator

Gallatin Conservation District
Broadwater Conservation District
Lewis & Clark Conservation District
Cascade Conservation District
Chouteau County Conservation District

Blaine County Conservation District
Big Sandy Conservation District
Fergus County Conservation District
Petroleum County Conservation District
Phillips Conservation District

Garfield County Conservation District
Valley County Conservation District
McCone Conservation District
Roosevelt County Conservation District
Richland County Conservation District

PETROLEUM COUNTY CONSERVATION DISTRICT
Position Description

Position: Missouri River Conservation District Council Coordinator

Accountable to: Petroleum County Conservation District and Missouri River Conservation District Council

Location: The Council is currently headquartered in Helena, but the headquarters may be relocated at the discretion of the Council.

Position Purpose: The Council, made up of fifteen conservation districts and a representative of the Montana Association of Conservation Districts (MACD), MT Dept. Of Natural Resources and Conservation (DNRC), and Natural Resource Conservation Service (NRCS), was formed to provide leadership, assistance, and guidance for the wise use and conservation of the Missouri River's natural resources. The coordinator is an employee of the Petroleum County Conservation District (CD), assigned to provide coordination services to the Council, of which Petroleum County CD is a member.

The purpose of this position is to assist the Council in achieving its overall objective of local input and control in the management and conservation of the Missouri River. The coordinator helps plan, and, at the Council's request:

- Serves as facilitator at Council and committee meetings
- Assists the Council to develop and implement work plans
- Researches funding sources and prepares grant proposals
- Generates and disseminates correspondence, news releases, advertisements, and educational materials
- Prepares reports and other documentation of Council meetings
- Assembles meetings and conferences with interested stakeholders, including local, state, and federal agencies, landowners, interest groups, and elected officials
- Formulates and executes an evaluation process in conjunction with the Council's committees, to confirm program goals and objectives are being met in an efficient and cost-effective manner
- Coordinates with the Council's constituent and technical advisory bodies
- Represents the Council on various federal, state, and other advisory groups

Supervision Received: The Council meets quarterly to review progress, make decisions, and refine and revise goals and objectives. The Council's executive committee meets monthly (typically by telephone conference) between quarterly Council meetings. The coordinator must act independently with limited guidance from the Council and the executive committee. The coordinator is responsible for gathering input and direction from the Council, but makes decisions about how to proceed with the work plan.

The coordinator is accountable to the Petroleum County CD and the Council for all activities and expenses. The coordinator meets each quarter with the Petroleum County CD to update the CD on the Council budget and the status of ongoing projects. In executing the duties described herein, the coordinator will report through and coordinate with the Council

chair. The coordinator is free to act on internal administrative office matters, but has externally imposed controls from the Council, applicable rules, laws, policies, procedures, and direction from the Council chair. The coordinator will routinely solve internal administrative problems that arise on a daily basis and will solve problems beyond this level on consultation with Council members and the Council chair.

Members of the Council will evaluate the coordinator annually. Copies of the evaluations will be provided to the coordinator and discussed with the coordinator by the Council chair. The evaluation will consider the progress on Council's project priority list and duties as listed in the position description.

Clientele: In order to further the Council's goals and objectives, the coordinator has frequent oral and written communications with members of the Council, local, state, and federal government employees and officials, CDs and their administrators, landowners and stakeholders on the Missouri River, the general public, and members of the academic community. The coordinator must be able to communicate effectively and work productively with the various clientele and diverse interest groups involved with Missouri River issues. The coordinator will maintain contact with the Council chair and Petroleum County CD to communicate work schedules.

Principle Responsibilities, Tasks, and Performance Indicators: The general duties and responsibilities of the coordinator shall include, but are not limited to, the following:

1. Represents the Council on various federal, state, and other advisory groups:
 - a. Attend local, state, regional, and federal level advisory group meetings, which may require extensive travel, both in state and out of state.
 - b. Provide meeting agenda and necessary background information to Council members, appropriate work groups, and other stakeholders as necessary, prior to advisory group meetings.
 - c. Confirm Council position and major talking points with Council membership prior to attending advisory group meetings.
 - d. Provides written trip reports to Council members, appropriate work groups, and other stakeholders as necessary within two weeks after the meeting.
 - e. Proactively seek committee or other assignments as necessary to accomplish Council goals and objectives.

2. Serves as project manager for any and all projects implemented by the Council on the river corridor:
 - a. Provides overall project management responsibilities.
 - b. Manages Council grants, ensuring budgets, timelines, deliverables, in-kind match, and reporting requirements are met.
 - c. Issues and administers grants for subcontracted work, including budgets, timelines, and deliverables.
 - d. Works closely with the Council, advisors, and contractors to ensure progress of the projects.

3. Coordinates the administrative affairs of the Council:
 - a. Organizes meetings, arranges for speakers, sets agendas, prepare reports secure technical assistance, foster partnerships, or other input necessary to further the council's goals and objectives.
 - b. Drafts policies, procedures, agreements, and correspondence from information and guidelines provided by the Council for approval at Council meetings.
 - c. Initiates and receives communications with clientele to obtain or clarify information necessary to complete work assignments in support of the council and respond to client inquiries.
 - d. Organizes and maintains office layout and equipment as necessary to provide efficient administration of office. Recommends supply, equipment, and support staff expenditures.
 - e. Drafts budgets from information provided by the council and subcommittees for approval at Council meetings and monitors budgets providing status reports at meetings.
 - f. Attends CD and other meetings to provide updates on Council objectives, projects, and plans. Attends the meeting of at least 5 member CDs each year as agreed upon by the Council chair.
 - g. Provides supervision and guidance to the Council Secretary, which includes reviewing meeting minutes and financial reports prior to distribution to the Council.
4. Develops, implements, and documents work plans.
 - a. Enters documents and work plans into the website.
 - b. Initiates the implementation of the Council's work plan, which may include securing landowner permission, soliciting requests for proposals, drafting contracts, developing and maintaining a website, coordinating technical support, conducting literature searches, or compiling baseline information.
 - c. Helps the Council develop plans to implement projects that maintain, improve, enhance, or otherwise benefit the Missouri River through existing programs such EQIP or PL 566, or through new programs.
5. Researches funding sources and prepares grant proposals and reports.
 - a. Identifies funding through private, local, state, or federal funding sources to implement Council projects or studies.
 - b. Writes grant proposals to meet the Council's funding needs.
 - c. Monitors financial expenditures and ensures progress reports are submitted according to the stipulations set forth in the Council's grants.
6. Generates and disseminates correspondence, news releases, advertisements, and educational materials.
 - a. In cooperation and coordination with individual CDs, plans and conducts tours of the river or Council projects to educate individuals and organizations on relevant river issues.

- b. With Council chair guidance and approval, develops news releases, notices, and advertisements to inform the public of the Council's activities and opportunities to participate in meetings or other educational efforts.
 - c. Develops educational materials for schools, local organizations, CDs, and landowners and presents it in a meaningful manner.
7. Answers requests for information in written and verbal formats.
8. Work with State Legislators and Congressional offices to gain support of Council efforts.
9. Formulates and coordinates the evaluation process in cooperation with the Council's committees to confirm program goals and objectives are being met in an efficient and cost effective manner.
- a. Reviews at least quarterly, the Council's recently completed and ongoing investigations and projects and evaluates for timeliness, efficiency, and cost.
 - b. Documents and disseminates reports to all participating and requesting entities and the Council membership.
10. In cooperation with the Council's committees, reviews timetables, budgets, and methods to ensure projects are meeting the Council's standards, recommending remedial action where necessary.
11. Coordinates with the Council's constituent, technical advisory bodies, Corridor districts, and other partnering agencies.
12. Performs other duties, from time to time, at the discretion of the Council.

Nature and Scope (knowledge, abilities, and skills)

Required: A bachelors degree or equivalent combination of education and experience in a natural resource, public administration, or related field, and at least two years experience in an environment that required the ability to apply principles of grant and technical writing, planning, public relations skills, interpretation and application of policy, rules and regulations, working with diverse clientele, building consensus, managing multiple project goals and multiple study or investigations, and bringing complex problems to successful resolution.

The individual employed in this capacity must possess excellent written and oral communication skills with a demonstrated ability to facilitate meetings. The person must have excellent computer skills. The person must have the ability to work independently and with diverse groups, to manage a multi-faceted project effectively, and to solve complex problems creatively.

Extensive day travel and several overnight trips per month are required.

Desirable: Strong knowledge of river resources management issues and the role of the CDs in these issues are desirable. Also desirable is experience with watershed-type organizations.

Compensation: Salary in the range of \$20 – 24/ hr depending on qualifications.

Benefits:

- Paid state holidays
- Vacation and sick leave
- Public Employees Retirement

Employment Application

- ✓ Please complete this application by typing or printing in ink. **INCOMPLETE** or **UNSIGNED** applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- ✓ Do you need an accommodation to participate in the application or interview process? Yes No

PERSONAL DATA

Name _____

Present Address _____ City _____ State _____ Zip _____

Phone () - Message Phone () - E-Mail Address _____

Driver's License: Operator CDL CDL Type _____ Endorsements _____

Are you a Veteran of Military Service Yes No

EDUCATION

High School Diploma or GED? Yes No Post Secondary Degree? AA BA MA Ph.D.

Name of school beyond High School _____

Training Length _____ Date Completed _____

Major _____ Minor _____

WORK EXPERIENCE (List most recent work experience first)

Company Name _____ Immediate Supervisor _____

Complete Address _____
Street / P.O. Box City State Zip Code

Job Title _____ Phone () -

Job Description (duties, skills, equipment used) _____

Dates: From (mm/yy) ____ / ____ To (mm/yy) ____ / ____ Reason for leaving _____

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Company Name _____ Immediate Supervisor _____

Complete Address _____
Street / P.O. Box City State Zip Code

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Dates: From (mm/yy) ____ / ____ To (mm/yy) ____ / ____ Reason for leaving _____

ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION

Volunteer Work _____

Licenses, Certificates, special skills, etc. _____

LIST REFERENCES (preferably persons who know about your work/training)

Name	Address	Phone Number
_____	_____	() - _____
_____	_____	() - _____
_____	_____	() - _____

Signature: _____ **Date:** _____

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? Yes No

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

MRCDC Coordinator Position
Writing Assignment

Please complete the following writing assignment as part of the MRCDC Coordinator application package. This writing assignment will be used to evaluate written communication skills and ability to work with diverse partners.

The Missouri River Conservation Districts Council is concerned about the spread of saltcedar along the Missouri River and some of its tributaries. Sizable fluctuations in river and lake levels on the Missouri system over the past two years indicate that saltcedar is not killed by long periods of submersion. At this point the Council would like to ask the help of Montana's congressional delegation to support funding to determine the extent of saltcedar infestation and to begin control efforts. The delegates should be made aware of the success of the Charles M. Russell National Wildlife Refuge Working Group which was initiated by the Council, and how a similar group will help to focus efforts on saltcedar control.

Please draft a one-page letter addressed to Montana's congressional delegation seeking their support of the Council's efforts to convene a stakeholder group to gather ideas and consolidate support for saltcedar eradication on the Missouri River and its tributaries. The letter should explain the value of stakeholder input and describe the Council's focus on convening a stakeholder group similar to the Charles M. Russell National Wildlife Refuge Working Group. Emphasize the importance of federal agency support of the stakeholder group, and clearly request that the delegates support federal agency involvement in the stakeholder group.