



Watershed Coordinator

Cody Conservation District-located in Cody, WY

This is a professional level position that entails planning, coordinating, and implementing watershed management activities. This employee will interact with local, state, and federal agencies, landowners, and citizens to develop and implement appropriate strategies and action plans to improve water quality and other watershed resources. Supervises the work of seasonal hires, contractors, and others as assigned. Reports directly to the Cody Conservation District (CCD) Board of Supervisors. Does related work as required.

RESPONSIBILITIES AND DUTIES:

- Acts as organizational lead on coordinating and implementing watershed management plans, other related resource management documents and projects assigned.
- Provide ongoing technical and administrative support for the CCD, and acts as a liaison for the CCD while planning and coordinating mutually beneficial activities with other groups and agencies to promote natural resource conservation.
- Establishes and assists in the implementation of management strategies for sources of pollution and evaluates the effectiveness of management strategies.
- Provide current information to the CCD and other conservation district representatives on the status of various natural resource management programs and funding opportunities.
- Coordinates and assists with ongoing public education activities; provides outreach support to other staff as needed.
- Supervises the work of interns, staff, and contractors as directed by the CCD Board of Supervisors and in coordination with other District staff. Assists CCD Board of Supervisors in the hiring and selection process of interns, staff, and contractors.
- Oversee and evaluate water sampling and monitoring strategies with other staff to address sources of pollution and other resource concerns including habitat improvements.
- Assists the CCD in managing the budget for District activities and makes recommendations on funding issues to District Supervisors as needed.
- Assists the District in securing grants and other funding agreements and oversees the administration of these funds for accuracy and completion. Ensures compliance with regulatory and statutory requirements.
- Serves as spokesperson for the CCD regarding watershed management program activities, with emphasis on an ongoing public relations effort that will provide oral presentations and written communications.
- Supplies information for the preparation of program reports, long range plans, and other planning documents, and writes, reviews and delivers such documents as required.
- Attends professional training, attends conferences, annual meeting and workshops.
- Performs any other related duties as assigned or directed by the CCD Board of Supervisors.

KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices related to sources of pollution and how they relate to the process of watershed management.
- Good knowledge of public and/or business administration.

- Working knowledge of the political, fiscal, and scientific components of watershed management planning and plan implementation process.
- Working knowledge of office computer applications.
- Ability to supervise the work of others.
- Ability to communicate effectively both orally and in writing with a wide variety of audiences.
- Ability to coordinate and implement a complex watershed management plan.
- Ability to plan, organize and produce work products with little direction or supervision.
- Highly motivated and able to work on multiple projects at once.
- Be detail oriented, highly organized, and possess strong communication skills.
- Works well in a dynamic work environment, responding to multiple program areas and organizational needs.
- Physical condition commensurate with demands of the position.

PREFERRED QUALIFICATIONS:

(A) A Bachelor's degree in Natural Resource Conservation, Environmental Engineering, Environmental Science, Agronomy or closely related field and minimum six years of full -time paid experience in watershed management, natural resources conservation or closely related field, preferably two years of which shall have been at an administrative management level; OR

(B) An Associate's degree in Natural Resource Conservation, Environmental Science, Environmental Technology, Engineering Technology or closely related field and seven years of full-time paid experience in watershed management, natural resources conservation or closely related field, preferably two years of which shall have been at an administrative management level.

The Watershed Coordinator is a non-exempt, at-will employee of the Cody Conservation District (CCD). This position is offered as part-time, with the option of being a full-time position at 32 hours or more a week, depending on responsibilities. Applicant should indicate whether part-time or full-time employment is sought. An exact work schedule will be established between the Cody Board of Supervisors and the successful applicant. Applicants must be self-directed, possess the ability to communicate with the public, and work closely with an interdisciplinary team to promote and protect the natural resources of Park County.

COMPENSATION AND BENEFITS:

Salary commensurate with responsibilities, education and work experience. Benefits: For part-time employment above 24 hours, retirement (Wyoming Retirement System), Paid Holidays and Vacation/Sick Leave. In addition, for full-time employment, health insurance, dental insurance, (optional), and vision insurance are offered.

Applicant reviews will commence January 13, 2025. Open until filled. For more information, contact Russ Dwyer at 307.578.8335 or by email at conservecody@gmail.com.

Motivated individuals are invited to submit a letter of interest, resume, professional writing sample, and three references to Russ Dwyer, Cody Conservation District Chairman at conservecody@gmail.com or P.O. Box 631, Cody, WY 82414. Incomplete applications will not be considered.