

JOB ANNOUNCEMENT

Title: Conservationist

Organization: Natural Resource Conservation
Commission, Muscogee (Creek) Government

Classification: Technical

Reports To: Commission

Occupational Code:

Position Number: 1001

Pay / Grade: GS – 07-09 (Federal Equivalent)

FLSA Designation: Non-Exempt

INTRODUCTION

This position serves as a Conservationist for the Natural Resource Conservation Commission headquartered at the Commission's Headquarters Office located at the Nation's Capital at Okmulgee, Oklahoma. The incumbent provides Conservation assistance to Restricted and Trust land owners in the Creek Nation and to Tribal Government's lands within the Tribal boundaries in cooperation with appropriate field service staff.

The **purpose** of the Conservationist is to conduct conservation planning on individually-owned restricted and trust lands utilizing accepted conservation planning tools and resources; and to promote the Farm Bill programs and increase the number of Indian lands benefitting from Federal Resources.

MAJOR DUTIES AND RESPONSIBILITIES

A. Conservation Planning:

Meet with land owner/managers on their property for conservation planning; enter assistance notes in CPA-6; complete applicable worksheets and tools (ECS-4, ECS-16, burn plans, etc); complete CPA-52; develop Conservation Plan Map in Toolkit; Develop Soils Map and descriptions in toolkit; create 1155(Conservation Practice Schedule) in Toolkit; create Conservation Plan, including narratives in Toolkit.

B. Farm Bill

Explain and promote Farm Bill Programs; develop news articles and submit success stories; coordinate commission work group; provide outreach for conservation planning and Farm Bill programs; assist land owners with program applications, and accept applications for farm bill programs; rank program applications in Protracts, and Upload contract items into Protracts; obtain producer signature on contract; compile contract document into 6 part folder; assist in the design, layout, and certification of conservation practices; check-out completed conservation practices.

PREFERRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of NRCS programs and services in order to effectively advise land owners on alternative means of addressing resource problems, i.e. best practices.

Knowledge of the principles, methods, and techniques associated with the planning and application of conservation practices in order to develop and apply conservation plans and measures.

Ability to communicate with others in order to present and explain soil and water conservation issues and alternatives to individuals and groups.

BASIC QUALIFICATIONS

Position requires a bachelor's degree or higher in a biological science, agricultural, natural resource management, botany, horticulture chemistry, or related discipline appropriate to the position.

OR

A combination of education and experience: Courses equivalent to a major, as shown above (at least 24 semester hours), plus appropriate related experience or additional experience.

MINIMUM QUALIFICATIONS GS 09

Must possess one full-year of specialized experience at or equivalent to the GS-07 level that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Specialized experience includes: developing natural resource management plans including vegetation monitoring studies, allotment evaluations and inspections, participating on interdisciplinary teams, working and coordinating with partners and the public.

OR

Evidence of an extensive amount of professional development and accomplishments as evidenced by promotions, career broadening assignments, demonstrated ability in public and professional presentations, active participation in professional organizations such as holder of an elective office, recipient of award of honors from nationally recognized associations for excellence and/or outstanding contributions to the field.

Qualification requirements must be met prior to the closing date of the job announcement.

SUPERVISORY CONTROL

The Commission provides overall direction and supervision to the Conservationist. Direct supervision is provided to the Conservationist and Staff. Incumbent has the responsibility to exercise considerable initiative, judgment, and resourcefulness on matters pertinent to the technical conservation activities of the Commission.

GUIDELINES

The incumbent works within the guidelines established by federal law and Natural Resource Conservation Service regulations, policy, guidelines, manuals, and directives created in order to achieve the goals set by the applicable federal and tribal law.

COMPLEXITY

The manner in which the incumbent organizes and manages his/her work, affects the work of the Commission. Resourcefulness and originality are required in handling the duties delegated to this

position. Incumbent must use ingenuity in resolving problems as they occur and making recommendations to superiors on policy matters. Must maintain effective working relationships with employees, supervisory staff of related tribal government departments; i.e Realty, Environmental, Hydrology, etc. Incumbent must be aware of complexities associated with restricted land title and matters of jurisdiction.

WORK ENVIRONMENT

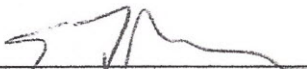
The work is performed in offices, in the field, community centers, homes and the field environment. Extensive local travel will be required to various land allotments; and travel to other tribal locations will be required to meet the requirements of tribal law.

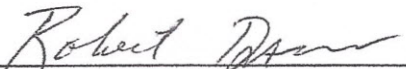
PUBLIC RELATIONS

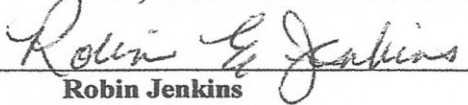
An important attribute of any employee of the Muscogee (Creek) Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to be well informed about the tribal government, to be pleasant, courteous, cooperative, respectful of tribal citizens, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience, and tolerance are expected of each employee in nearly all situations.

Application Process

Submit Resume to the Office of the Secretary of Commerce Conference Room, Creek Nation
Position open until filled.

 September 23, 2015
Ed Mouss
Chairman
Creek) Nation Natural Resource Conservation Commission

 September 23, 2015
Robert Davis
Vice - Chairman
Creek) Nation Natural Resource Conservation Commission

 September 23, 2015
Robin Jenkins
Secretary
Creek) Nation Natural Resource Conservation Commission

Submit by Mail to:
ATTN:
Natural Resource Conservation Commission
Conference Room
Office of the Secretary of Commerce
P.O. Box 580
Okmulgee, Okla 74447

Natural Resource Conservation Commission
Position: Conservationist (non-supervisory)