

Piatt County Soil & Water Conservation District

Position: Resource Conservationist

Location: Piatt County, IL

Employment Type: Full-time, contract employee

Schedule: Monday–Friday, 8:00 AM – 4:30 PM

FLSA Status: Exempt (salary)

Salary: Per experience, expected range \$40,000- \$60,000 annually

Reports To: Piatt County SWCD Board of Directors

Supervisory Responsibility: Supervises 1 direct report

Benefits: Paid Holidays, PTO, Benefits Package

Position Summary

The Resource Conservationist provides technical assistance, conservation planning, program administration, outreach, and grant compliance to support soil and water conservation across Piatt County. Works with landowners, agricultural producers, government agencies, and other conservation partners to implement state and federal conservation programs and address local natural resource concerns. Supports District operations, events, and reporting requirements.

Key Duties and Responsibilities

Conservation Programs & Technical Assistance

- Write conservation plans and conduct site investigations (status reviews) for NRCS CRP and other programs.
- Assist with NRCS administrative tasks: practice reminder letters, contract payment paperwork, entering new contracts.
- Provide technical assistance for CSP, EQIP, RCPP, PFC, CPRG, I-COVER, FCSS, and other programs; evaluate projects and conduct site visits.
- Assist landowners with ordering seed through the Pheasants Forever Habitat Store.

Grant Reporting & Compliance

- Complete or assist with IDOA/BLWR-SWCD grant deliverables (average cost list, activity reports, budgets, Plan of Work, Long Range Plan, RC verification, NLRS and IDOA reports, Conservation Needs Assessment, etc.).
- Track PFC cost-share funding and ensure timely use.
- Prepare NRI/LESA reports for land use changes.
- Provide well testing resources and kits when available.

District Programs, Trainings, & Board Support

- Prepare staff reports and materials for monthly Board meetings.
- Host an annual Local Work Group meeting.
- Prepare and present the District's annual budget and funding request to the Piatt County Board.
- Assist with tree, plant, rain barrel, and fish sales (inventory, plant care, Square sales system).
- Assist with recycling events (oil/tire/electronics).
- Provide information to the District accountant and perform other duties to support District operations as needed.
- Attend AISWCD Summer/Winter Conferences, IDOA regional meetings.
- Complete NRCS Conservation Planner courses and other required or recommended trainings.
- Participate in BLWR, AISWCD, NRCS, Land Use Council, NACD, and other partner events.

Outreach & Public Engagement

- Present at conservation education events (Soil & Water Stewardship Week, Arbor Day, Envirothon, Illinois Extension, etc.).
- Manage District Facebook page and website: promote programs, post updates, maintain public calendar.

Supervisory Responsibilities (Direct Report)

- Oversee one direct report's daily administrative operations.
- Assign and prioritize tasks; provide guidance and training on conservation practices, safety, and administrative procedures.
- Conduct regular performance feedback, set goals, and coordinate professional development.
- Ensure direct report's compliance with District policies, reporting requirements, and program deadlines.

Qualifications

- Bachelor's degree in agriculture, natural resources, environmental science, soil science, or related field preferred.
- Experience with conservation programs or agricultural practices.
- Knowledge of conservation planning, soil and water management practices, and federal/state conservation programs.
- Strong communication, organizational, and problem-solving skills.
- Ability to work independently and collaboratively with landowners, agencies, and the public.
- Proficiency with standard office software and online systems.

Work Environment

Combination of office and field work. Fieldwork includes travel throughout Piatt County and site visits to agricultural/rural properties; work performed in varied outdoor conditions. Must have a valid drivers license.

Application Instructions

Submit resume, cover letter, and references to Piatt County Soil & Water Conservation District (piattswcd@gmail.com / 1209 Bear Lane, Monticello, IL 61856). Position open until filled.

Disclaimer

This job description summarizes primary duties and responsibilities and is not exhaustive. Duties may be modified by the Board of Directors as operational needs change.

Piatt County Soil & Water Conservation District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law.