

# Muskingum Soil and Water Conservation District

## Position Description for \_\_\_\_\_ Education and Information Specialist

### **Nature and Purpose of Position**

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This position, which shall be known as Education and Information Specialist of the Muskingum Soil and Water Conservation District (MSWCD), located in Zanesville, Ohio, has been created under the authority of Section 940 of Ohio Revised Code (ORC). This position is the direct responsibility of the District Administrator and the Board of Supervisors.

The purpose of this position is to promote and educate all Muskingum County residents, with a focus on youth, about the importance of conservation of all our natural resources and what they, as individuals and/or groups, can do to help the environment. The position will be responsible for assisting teachers and schools with conservation and water quality educational programing, stream monitoring, and serve as the lead person for The Green Team youth conservation club and camp. The position is also responsible for storm water educational programs/events for the City of Zanesville. In addition, the position will be responsible for the quarterly *District Newsletter* and the District's web site.

This is a full-time, 40 hour per week position, subject to a probationary period (to be determined by the Board). Attendance at some evening meetings and weekend events will be required. Normal work hours will be 8:00 a.m. – 4:30 p.m. with one-half (1/2) hour for lunch. The position earns vacation time (eligible to take vacation after one year of employment), sick leave, and paid holidays. Full medical/health care benefits are available with this position.

### **Qualifications**

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Minimum is a four-year college degree in education, environmental sciences, natural resources, or agriculture OR an Associate degree with five years of experience in adult and/or youth education or in the field of resource management, natural resources, or agriculture. Good time management and organization skills are required. Applicant must have proficient communication skills and possess knowledge of conservation education topics and techniques or be willing to be trained in such techniques.

### **General Duties and Functions**

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The position incumbent shall:

1. Demonstrate regular and predictable attendance.
2. Comply with all MSWCD policies, including Employment (Personnel) Policy, Board Policies, Position Description and Standards of Performance.
3. Be physically capable to make field visits and traverse rough, steep and uneven terrain as necessary. Be able to lift and handle the necessary equipment.
4. Serve as representative of the Board or another employee when requested or assigned.
5. Assist with the development and implementation of the MSWCD's public relations program by planning and conducting tours, field days, educational events, workshops,

clinics and other related activities relative to MSWCD programs. Programs relative to conservation will be offered for both adult and youth.

6. Assist with radio and television programs, news releases and *District Newsletter* articles as assigned.
7. Responsible for proper maintenance, use, and storage of MSWCD automotive, office and rental equipment. Assist land users with the scheduling, planning, proper use, and adjustments on all the MSWCD rental equipment.
8. Actively participate in the safety program in the staff meetings, day-to-day activities, training meetings and inspections. May be required to attend evening and weekend events or meetings on occasion, as directed by the Board of Supervisors.
9. Prepare and maintain forms used in providing assistance to land users, land owners, administrative records, progress reporting, and all other field office records necessary for documentation and preparation of reports to MSWCD Board, ODA, OSWCC, ODNR – Division of Forestry, ODNR – Division of Wildlife, Muskingum County Auditor, and USDA-NRCS. Enter required information in Beehive reporting program.
10. Participate in committee assignments and carry out assigned duties to forward the development of the MSWCD's programs.
11. Assist in the security of all electronic data, hard copies, and computer equipment.
12. Must be insurable for vehicle operation and have a valid Ohio driver's license. May be required to use personal vehicle, but will be reimbursed for mileage at the SWCD approved rate.
13. As needed, answer the telephone and meet office callers. Furnish requested information or make appointment to render assistance.
14. Assist in developing and maintaining good working relationship within the office and with other offices at the local, state, and federal government levels. Support and participate in EEO and Civil Rights Program Activities. Perform all duties in a manner that consistently demonstrates fairness, cooperation, and respect toward co-workers, office visitors, and all others in the performance of official business. Demonstrate knowledge and support of and performs all duties in a manner consistent with EEO/Civil Rights policy.
15. Occasionally deals with unhappy customers.
16. Perform all other related activities and duties as assigned.

### **Specific Program Responsibilities**

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#### *Information*

1. Maintain and update the MSWCD website (and other social media sites, as needed).
2. Serve as the lead staff person for the creation and mailing of the *District Newsletter*.

3. As needed, write newspaper, newsletter and website (blog) articles.
4. Collaborate with all MSWCD staff to establish a presence in the community through events, materials, displays, social media, programs and presentations. Assist other staff with organizing educational programs of all types.

#### *Education*

5. Develop and deliver the overall conservation education program of the District to Muskingum County youth and adults: students, children, teachers, homeowners, farmers, families, agency personnel and other decision makers.
6. Develop materials and “hands on” soil and water related educational programs for schools, for classroom use, based on their curriculum and state standards. This might include after- or in-school clubs (Nature Club, Environmental Club, etc.).
7. Participate in trainings for Project WET, Project WILD, Project Aquatic WILD, Healthy Water Healthy People, Getting Little Feet WET, Project Learning Tree, Growing Up Wild, etc. so that the programs can be offered to county and city schools.
8. Make proficient use of the models available through our office, including the Enviroscape, to teach water quality concepts to youth.
9. Develop and offer resources and materials that teachers may borrow to assist them when teaching environmental science topics. Develop and record school assembly-style programs to be posted on our website so that teachers can access these programs at any time.
10. Establish and oversee Citizen-Science projects. Assist school environmental/nature clubs with programming, speakers, educational activities, etc.
11. Promote the Envirothon Competition and solicit contest participants at all high schools within Muskingum County. Assist with Tri-County and Area 3 Envirothons, as needed.
12. Continue working with The Green Team Youth Conservation Club, developing programming, and community service opportunities, identifying field trips, and hosting educational speakers throughout the year, including a summer camp.
13. Give presentations to other groups and organizations (both youth and adult) and/or staff displays at other organizations’ events.
14. Identify and apply for new revenue sources (grants) for additional funding for educational programs.

#### *Storm Water Education for the City of Zanesville*

15. As required by the working agreement with the City of Zanesville:
  - provide NPS educational programs to schools and adults throughout the city,
  - each year, give one to three (1-3) educational demonstrations at community events for the public (adult and/or youth)

- and track the number of presentations, programs, events and the number of attendees for each.
16. Continue and expand upon the current stream monitoring program.
  17. Assist local businesses, churches, and organizations, when requested, with meeting storm water credits that will allow them to reduce the storm water fees paid to the City of Zanesville. This might include helping them plan a water quality event or display, giving an educational demonstration, or providing sources for appropriate literature to be made available.
  18. Become trained to be a facilitator for Project WET, Project WILD Aquatic, GLOBE, and Healthy Water Healthy People (curriculum already identified by the City as acceptable for storm water education credits). Once a certified facilitator, offer an annual teacher workshops in one of the above listed curriculums.
  19. Provide continuing education opportunities for those working for the City in the engineering department, the water department, etc.

### **Guidance and Supervision**

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The position incumbent is responsible for making his/her appointments, for developing his/her weekly schedule and changing the schedule as necessitated by requests for assistance and by weather conditions.

Direction and daily supervision will be provided by the District Administrator. Coordination of scheduled activities will occur at regular staff meetings. Work is occasionally spot checked for compliance by USDA-NRCS, ODNR-Division of Forestry, ODNR- Division of Wildlife, and /or ODA – Division of Soil and Water Conservation.

Must communicate, orally or in writing, all work-related problems or concerns with the District Administrator.

### **Training**

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Specific technical guides, manuals, and handbooks are available for use. An appropriate training schedule will be developed on an annual basis by the employee and the District Administrator. The training will include on-the-job, modules, one-on-one, classroom methods and outside sources and may be provided through the MSWCD, ODNR- Division of Forestry, ODNR- Division of Wildlife, ODA – Division of Soil and Water Conservation, USDA- NRCS or outside sources.

### **Performance Review**

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Performance will be evaluated by the MSWCD Board of Supervisors or their designee through regularly scheduled performance evaluations. The performance of each duty in this position will be evaluated against the requirements developed within the standard of performance for the position. A formal performance review will be conducted annually with the employee as described in the approved Employment Policy. The performance rating is an overall evaluation of the employee's performance in the judgment of the MSWCD Board of Supervisors.

During the annual review, career opportunities, salary advancement, and items concerning the employee's professional growth and employment will be discussed. The employee agrees that

all programs and services of the MSWCD, ODA, and USDA- NRCS are offered on a nondiscriminatory basis, without regards to race, color, national origin, age, sex, religion, marital or family status, disability, retaliation, political beliefs, sexual orientation, genetic information or handicap.

**Employment Agreement**

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All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Muskingum Soil and Water Conservation District.

This position description in no matter states or implies that these are the only duties and responsibilities to be performed by the position incumbent, who will be required to follow other instructions and perform duties required by the position’s supervisor or designee.

**Adopted:**

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I understand and will perform to the best of my ability the job duties and requirements specified in this position description.

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Adopted by the Muskingum Soil and Water Conservation District Board of Supervisors as recorded in the official minutes of the August 7, 2018 Board Meeting. Updated October 2019 and December 2019.