



HUNTINGDON COUNTY  
CONSERVATION DISTRICT

*Conserving Natural Resources for Our Future*

## Vacancy Announcement: Watershed Specialist

The Huntingdon County Conservation District is looking for candidates to fill a full-time position as the Watershed Specialist. The position requires both office and field work. Candidates should review the full job description prior to applying.

The Watershed Specialist position serves as a source of technical assistance and public outreach to landowners, community groups, and local schools. Duties include water quality monitoring, grant writing, environmental education, and other conservation and restoration projects. The Watershed Specialist also serves as the coordinator for county recycling and Keep Huntingdon County Beautiful and works with community volunteers to fulfill this program.

Typical hours of employment are 8:30-4:00, with some evening and weekend hours required for events or special programs. Starting salary is \$28,000 - \$32,000, commensurate with education and experience. **Interested candidates should submit an application for employment and current resume by July 20, 2018 to:**

[Manager@huntingdonconservation.org](mailto:Manager@huntingdonconservation.org)

Or

Huntingdon County Conservation District  
10605 Raystown Road - Suite A  
Huntingdon, PA 16652

The Huntingdon County Conservation District is an Equal Opportunity Employer.



## JOB DESCRIPTION Watershed Specialist

**RESPONSIBILITIES:** To perform this job successfully, an individual must be able to satisfactorily perform duties within the following programs that include but are not limited to:

- 1) Conservation and restoration projects
  - Riparian buffer project coordination
  - Demonstration site development and maintenance
  - Grant writing to implement restoration projects
- 2) Environmental education
  - Field trips and programs in local schools
  - Presentations to various community groups
  - One-on-one correspondence with landowners
- 3) Keep Huntingdon County Beautiful and recycling coordination
  - Cleanup event coordination
  - Recycling education
  - Special collection events
- 4) Water quality monitoring
  - pH, alkalinity, and related field testing for abandoned mine drainage
  - training available

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Bachelor Degree in Natural Sciences, Environmental Resources Management, Environmental Science, or a closely related environmental field
- Experience with basic water quality monitoring and environmental restoration projects
- Strong communication skills, including public speaking to community groups and conducting educational programs with schools
- Strong writing skills for grant writing and program promotion
- Ability to multitask and to perform routine duties without direct supervision both in an office and field setting
- Ability to traverse difficult terrain

**ACCOUNTABILITY:** The Watershed Specialist reports directly to the District Manager and ultimately to the Huntingdon County Conservation District Board of Directors

**ADDITIONAL REQUIRMENTS:** Possess a valid motor vehicle operator's license. Personal vehicle use is required and will be reimbursed at the applicable state rate. Must be able to pass (and maintain ability to pass) background checks and certification clearances for working with youth. Attendance at annual training is required as part of the program deliverables.

Other duties performed as assigned. The Huntingdon County Conservation District reserves the right to add or change the duties of this job description at any time.



## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you a US citizen? YES ☐ NO ☐ If "no", are you authorized to work in the US? YES ☐ NO ☐

Do you have a valid driver's license? YES ☐ NO ☐

Have you ever been convicted of a crime? "Crime" means all felonies and misdemeanors, including serious driving offenses, e.g. DWI/DUI and reckless driving, but does not include minor traffic offenses or other summary offenses. YES ☐ NO ☐

If "yes", explain. Prior conviction will not automatically bar an applicant from employment.

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### Education

	SCHOOL NAME	ADDRESS	NUMBER OF YEARS ATTENDED	MAJOR/ DEGREE	DIPLOMA Yes or No	
HIGH SCHOOL					YES <input type="checkbox"/>	NO <input type="checkbox"/>
COLLEGE					YES <input type="checkbox"/>	NO <input type="checkbox"/>
OTHER					YES <input type="checkbox"/>	NO <input type="checkbox"/>

## References

*Please list three professional and/or personal references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

### Previous Employment (Continued)

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

*Dishonorable discharge or general discharge is not the absolute bar to employment and other factors will affect the final decision.*

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Additional Information (Optional)

Please note any other information related to or unrelated to the job description for this position that may help the Conservation District evaluate your suitability for this job. (Agricultural or construction background, educational course work, personal accomplishments, skills or hobbies, etc.)

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*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at HCCD will be based on merit, qualifications, and abilities. HCCD does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, sexual orientation, or marital or family status.*