

***POSITION DESCRIPTION***  
***Oklahoma County Conservation District***  
***Urban Soils Health Specialist***

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Candidate serves as the Urban Soils Health Specialist for the District, responsible for providing leadership and information related to soil health and soil quality, planning and technical assistance, and encouraging landowners/users in planning and applying natural resource conservation measures for urban land users. Technical assistance will be provided to various land users throughout the Oklahoma County and Oklahoma City metropolitan area, focusing on Small Farms and Specialty Cropping systems as part of a multiple partner pilot efforts led by the District.

Candidate will demonstrate soil quality assessment techniques to District staff, NRCS staff, other federal, state and regional agency staff, District partners and producers; provide guidance in evaluating physical, chemical, and biological properties of the soil; evaluate the impact of conservation practices on soil quality, water quality, and health.

Candidate provides training related to soil health and soil quality concepts in conservation planning, conducts awareness training, and develops educational materials specifically designed to fit current District, NRCS, and District partner programs.

Candidate is required to work within the guidelines of the District Personnel Policy, reporting directly to the District Board. Candidate's work is reviewed by the District Board and conservation partners, as appropriate, prior to public delivery to internal or external parties.

**ESSENTIAL DUTIES**

- Work with Oklahoma Conservation Commission, Natural Resources Conservation Service, Oklahoma State University Extension, City / County Governments, local and regional conservation partners, urban gardening groups, and small farmer groups to assess and identify soil health resource concerns and technical needs within the focus area.
- Guide and assist individuals, landowners, land users, urban gardeners, urban farmers, and other interested parties in planning and developing soil and water conservation plans and/or water quality plans for their urban farms, gardens, and/or land holdings.
- Provide technical assistance to home growers, community gardeners and urban farmers across the metropolitan area on best practices for conservation in their growing spaces.
- Ability to promote existing district, state and federal programs to interested landowners, operators, community organizations and agencies.

- Develop written communications, displays, social media content and presentations targeted to diverse audiences.
- Work directly with conservation partners and targeted urban farming/gardening groups to develop materials (presentations, printed materials, website information, etc.) specifically related to urban soil health. Materials will be based largely on technical content from USDA/NRCS Soil Health materials developed for agricultural land uses but will be tailored directly for the urban farming soil health needs.
- Work directly with conservation partners and targeted urban farming/gardening groups to analyze current site conditions, make recommendations for conservation practices related to soil health, design urban soil health conservation practices, and/or assist with implementation of recommended practices as needed.
- Establish working relationships with regional and local organizations, media, and public officials through direct interaction as well as regular presentations, press releases, etc.
- As appropriate, secure outside funding for ongoing efforts and projects through grant writing, program sponsorship, and/or public-private partner collaboration.
- Attend and prepare reports for the monthly District meetings, monthly NRCS reporting, conservation partners, and targeted urban farming groups.
- Respond to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate Conservation District, Conservation Commission, Natural Resources Conservation Service or other agency personnel for assistance.
- Design and implement programs with appropriate data collection and related metrics to establish levels of successful soil health program implementation. Summarize and interpret technically based data for reporting and program documentation. Must be able to effectively communicate technical information to lay and non-technical participants and partners.
- Attend, conduct, present, and/or publicly speak at seminars, workshops, and/or conservation partner meetings as requested or assigned.
- Provide duties in a manner that insures that all District assistance and services are provided to the public and targeted urban farming/gardening groups without regard to political affiliation, race, color, religious affiliation, sex, marital status, sexual orientation, age, disability or national origin.
- Perform other related duties as requested by the Conservation District Board of Directors.

#### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

#### **REQUIRED EDUCATION and/or EXPERIENCE**

- Bachelor's degree related to the disciplines of soil conservation, geology, horticulture, agriculture, natural resources or environmental resource engineering.
  - In some instances, appropriate and direct experience may be substituted for the required bachelor's degree. Ability to substitute experience for the required bachelor's degree is solely at the discretion of the District.

- Strong interpersonal communication skills for consensus building and professional partner development
- Ability to publicly speak, write reports
- Experience with public outreach and marketing material development.
- Working knowledge of general office software (MS Office) and able to learn other software programs as necessary.
- Self-motivated and self-directed. Ability to work alone or with others in a team environment with minimum supervision, work on several tasks simultaneously, and complete assignments effectively amidst frequent distractions and interruptions. Flexibility to perform a variety of duties and deal with unforeseen events.
- Experience working with diverse communities
- Event planning and workshop development experience
- Ability to occasionally work extended, weekend, and/or evening hours, and travel out of town, sometimes overnight.
- Possession of a valid Oklahoma driver's license and demonstrated safe driving record.