I. Duties:

Incumbent serves as a support technician to ISDA Division of Soil Conservation (ISDA-DSC) staff based in the Indianapolis state office and field office locations throughout the state by providing soil and water resource-related technical assistance to sustain the ISDA – DSC mission of helping landowners improve soil health and water quality. The assistance consists of working with the District Support Specialist team to research and compile training modules and management templates to help local soil and water conservation districts to build their capacity. In addition to collaborating with ISDA staff, the incumbent may work cooperatively with conservation partners to complete job assignments.

Some specific projects may include:

- Working with ISDA staff and conservation partners to compile existing and newly created training resources and package them in a format usable for stakeholders
- Inventory of training needs of local SWCDs
- Integration of existing training resources into online formats
- Create templates for promotional materials (flyers, save the dates, agendas, etc.) and business planning documents
- Managing the District Support Specialist Facebook Group to distribute information
- State Fair related projects as assigned
- Other projects as assigned

II. Knowledge

a. Required by Position:

- In progress of at minimum a Bachelor of Science Degree from an accredited university or college
- Ability to maintain a valid driver’s license
- Knowledge of the Microsoft Office suite, namely PowerPoint and Publisher
- Works well with others on a team
- Works independently when necessary to complete job assignments

b. Preferred for Position:

- Nonprofit or local government knowledge
- Knowledge/interest in learning about agriculture or agriculture-related field of study

III. Difficulty of Work:

Incumbent is responsible for achieving work assignments, scheduling and setting work priorities, interpreting and applying agency policy and guidelines, and performing all duties in an accurate, ethical, and courteous manner. Incumbent may work for extended periods without direct supervision.

IV. Personal Work Relationships:

Incumbent is in frequent contact with ISDA employees, employees of other agencies, and occasionally interacts with land users and the general public while completing job assignments.

V. Physical Effort and Work Environment:

Incumbent must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Incumbent may occasionally work outdoors under all types of weather and terrain conditions while carrying measuring equipment. Some travel throughout the state may be required to fulfill job assignments.

VI. Span of Control:

Incumbent is responsible to the Director of the Division of Soil Conservation. Incumbent does not supervise others.

For Questions Contact Leah Harmon 317-607-4127; lharmon2@isda.in.gov
Send Cover Letter, Resume, and Three References by January 4th, 2019, to lharmon2@isda.in.gov