



CLARE CONSERVATION DISTRICT

Offices of Clare County Soil Erosion &

Clare County Gypsy Moth Suppression Program

225 WEST MAIN STREET

P O BOX 356

HARRISON MI 48625-0356

Telephone: (989) 539-6401

Fax: (989) 539-2182

Web Site: www.clarecd.org

Board Members:

Larry Gross, Chairman

John Hood, Vice-Chairman

Scott Peterson, Member

Kurt Krug, Secretary

Roberta Schunk, Treasurer

Office Staff:

Kristina Sigafosse -
Administrator

Kristina Sigafosse -
GM Coordinator

Sarah Ferry -
Assistant

Stephen Conroy -
Soil Erosion Agent

Natural Resources
Conservation Service -
David Lehnert, Conservationist
DeAnn Denton, Assistant

Posting Date: January 26, 2012

Position: Part-time Soil Erosion Agent
800 hours per fiscal year - 10 – 20 hrs. weekly depending on season

Wages: Set by the CCD Board of Directors upon qualifications.

Start Date: Week of March 19, 2012

Description: The individual in this position will be responsible for carrying out the requirements of part 91, P.A. 451, the Soil Erosion and Sedimentation Control Act mandated by the State of Michigan. This person will provide technical support to individuals and contractors on an array of soil conservation practices.

Field Duties will include, but are not limited to: Site inspections, recommended control measures on construction sites to landowners/contractors, monitoring construction activities in the county, reporting to departments and commissions on status of program, working with the prosecutor's office regarding non-compliant landowners/contractors and attend court proceedings if necessary. Usage of personal vehicle is necessary for site inspections. Qualified person will also be trained to provide back up support for the Conservation District for tree sales, gypsy moth program monitoring during appropriate seasons.

Office Duties will include, but are not limited to: Issuance of permits, maintaining a filing system of applications and permits with updates and changes to these when necessary, maintaining deposit records to the county, maintaining correspondence with affiliated agencies, answer questions regarding the Soil Erosion program and the permits, answer phones when necessary, prepare news articles regarding law changes and or program changes for the local papers and District newsletter. Qualified person will be trained in all office procedures to provide office support as needed.

Experience: High School Diploma or GED required. Experience in soil erosion and/or conservation practices preferred. This position is subject to passing appropriate CSW and SESC certification.

Requirements: Computer knowledge with Microsoft Word, Excel and Access. Valid Michigan driver's license. Background check is required. Applicant must have a reliable vehicle that can travel the back county roads for site inspections. This position requires the passing of the CSW and SESC certification programs.

Other Information: Mileage is reimbursed at the current IRS rate. This job does not include any benefits. Applications can be picked up at the Clare CD office and are due by Friday, February 17th, 12 noon. Resumes, salary requirements and references can be mailed to PO Box 356, Harrison, MI 48625.

Clare Conservation District is an equal opportunity employer and prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Mission: To encourage the wise use of natural resources through promotion and education.