

Custer County Agricultural Irrigation Infrastructure Assessment Project

Coordinator Job Announcement

The Custer County Conservation District (District) and Colorado Cattlemen's Association (CCA) are coordinating an effort to implement a voluntary irrigation infrastructure assessment project within the district. Colorado Cattlemen's Association (CCA) has received grant funding from the Colorado Water Conservation Board (CWCB) to oversee and distribute grant funds to the District for the purposes of implementing a voluntary agricultural irrigation infrastructure assessment project. The project involves helping the District hire and train a coordinator who will conduct outreach with irrigators and coordinate voluntary assessments of aging agricultural irrigation infrastructure. The coordinator will work on contract to the District. Additional coordinator roles and responsibilities are described below:

Coordinator Role:

The coordinator will work with the District board and CCA to engage and inform producers about the voluntary irrigation infrastructure assessment project and create and co-coordinate with CCA an infrastructure assessment advisory committee. The coordinator will schedule voluntary on-site assessments with interested irrigators and the contractor, prepare and distribute a Request for Proposal (RFP) to eligible contractors, contribute to the selection of the contractor that will perform the assessments, and prepare and administer a written agreement with the selected contractor in cooperation with CCA. The coordinator will conduct meetings and other outreach to keep stakeholders apprised of project details and progress. The coordinator will collaborate with the District board and CCA in identifying appropriate next steps based on the contractor's final report, familiarize themselves with different types of grants and prepare grant applications to fund on-the-ground infrastructure improvement projects. The Coordinator will work cooperatively with NRCS and other government agencies as appropriate, conduct outreach to explore agricultural and other water stakeholder interest in developing a watershed management plan to address local irrigation and natural resource needs, and work with the District board and CCA on identifying priorities and pursuing grant funding to address stakeholder needs, including securing a permanent funding solution for the District. CCA and the District will help facilitate opportunities for the Coordinator to gain knowledge and contacts with other conservation districts that have been engaged on similar projects. The coordinator will be a contract employee of the District.

This is a limited-term, contract position with no benefits.

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The contract period is for a minimum of 18 months, up to 24 months. The time commitment is expected to be an average of 20 hours per week but will vary based on the individual's skill and knowledge. The position will require significant flexibility. Compensation will depend on experience.

The Coordinator will be hired as an independent contractor and will report to the Custer County Conservation District Board Chairman and Colorado Cattlemen's Association's Ag Water NetWORK Consulting Coordinator.

Local residents are encouraged to apply.

Coordinator Objectives:

In coordination with the Board and CCA, convene and facilitate an Infrastructure Assessment Advisory Committee (AC) to review and provide input on infrastructure assessment elements and deliverables.

Develop outreach materials, lead or co-lead public meetings and effectively communicate with stakeholders on an ongoing basis. Organize and facilitate an on-site special event as needed.

Making sure all outreach materials have consistent and positive messaging and branding.

Coordinate on-site irrigation infrastructure assessments with structure owners and assessment contractor, and ensure excellent communication occurs throughout the process.

Maintain updated online and social media content indicating project progress and status and respond to questions from stakeholders and the public with guidance from the District Board Chairman and CCA.

Upon completion of the infrastructure assessments and reports, facilitate a public meeting to provide stakeholders and the public a summary of the results.

Collaborate with the District Board and CCA in identifying appropriate next steps based on the contractor's final report, and prepare grant applications to fund on-the-ground infrastructure improvement projects, coordinating with NRCS and other government agencies as appropriate.

Conduct outreach to explore agricultural and other water stakeholder needs and pursue grant funding sources to address needs and fund the Coordinator position going forward.

Work with the District Board and CCA on identifying priorities and pursuing grant funding to help secure a more permanent funding solution for the District.

Share the Conservation District management duties with the District President. The time requirement is 1 to 2 hours per week.

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Knowledge, Skills and Requirements

- High level of interpersonal, communication and organization skills
- Excellent writing and public speaking skills
- Experience with project management
- Successful group leadership experience, including experience facilitating meetings and/or groups with differing opinions
- Familiarity with MS Word, Powerpoint, Excel, Outlook or Gmail, and Google Earth
- Broad understanding of water issues and working knowledge of local irrigated agriculture and best practices for water and land management
- Familiarity with Custer County community
- Self-motivated with an ability to work independently and as team member
- Ability to establish and maintain positive relationships and communication with a wide variety of stakeholders (agriculture, business, government, recreation, environment) and remain neutral with all interactions
- Independent contractor must provide a personal vehicle and insurance for related travel
- Independent contractor must provide Professional Liability insurance
- Preference will be given to qualified Custer County residents

Employment Status and Conflict of Interest: The coordinator will be hired as an independent contractor to the District and have the authority to carry out tasks and committee activities (meeting space, food, travel, supplies, etc.) within the approved budget. Payment will be negotiated by task. The Coordinator shall disclose all conflicts of interest and comply with the signed contract with the District.

To Apply: Submit a resume and a letter of interest expressing your relevant experience and knowledge, how you would utilize your experience/skills to be successful in the position, why you are interested in this position, and an estimate of your preferred hourly rate.

Submit resume and letter of interest via email to the Custer County Conservation District Board Chairman at custercountycd@gmail.com, with copy to Phil Brink, CCA Ag Water NetWORK Consulting Coordinator at phil@brinkinc.biz. Deadline for application submission is 5 p.m. on May 26, 2021. Utilize the email addresses above to submit any questions.