

POLK COUNTY GRAZIER

August 21, 2023



*An eNewsletter by the Rich Mountain
Conservation District*

*The Rich Mtn Conservation District is
currently taking applications for the
below position until filled:*

- **District Manager (full-time) - Apply by bringing a resume to the conservation district office located at 508 7th St, Mena, AR**

General Position Summary:

This is a full-time position serving the citizens of Polk County, Arkansas as a staff member of the Rich Mountain Conservation District. The District Manager provides assistance to the Rich Mountain Conservation District and the USDA/Natural Resources Conservation Service and

serves under the direct supervision of the conservation district board of directors. The position is located in the USDA Service Center in Mena, Arkansas and benefits include retirement plan, health insurance, and paid vacation/sick days & holidays. Work schedule is normally 8am-430pm Monday-Friday.

Essential Functions/Major Duties:

- Serve as secretary at the regular board meetings. In addition, takes and prepares detailed minutes of those board meetings.
- Serve as bookkeeper for all district funds and maintain all necessary files in an efficient manner to keep them organized and current.
- Prepare payroll for all district employees and maintain work record files on each employee including time sheet, travel, and other reimbursable expenses.
- Prepare monthly, quarterly, and annual reports in a timely manner and submit them before the deadlines.
- Answer incoming calls and directs calls to the appropriate personnel.
- Receive incoming visitors and directs visitors to the appropriate personnel.
- Complete payment of all incoming invoices according to the appropriate approval process.
- Communicate regularly with the conservation district board as well as personnel from the Arkansas Natural Resources Division, Arkansas Association of Conservation Districts, and USDA/Natural Resources Conservation Service.
- Maintain records of district equipment rental.
- Conduct conservation education activities with local schools including, but not limited to: organizing the annual forestry/land judging contest and essay scholarship contest.
- Maintain all financial records for all grants and apply for new grants as they become available.
- Attend area and state meetings and training sessions as deemed necessary by the district board.
- Publish newsletters to provide information for landowners of conservation programs available to them.
- Manage and coordinate the annual nut sales.
- Other duties as needed by the district board.

The ideal candidate will demonstrate:

- High proficiency in bookkeeping, payroll, QuickBooks, and file management.
- Skill in grant writing and coordination.
- High productivity and intrinsic motivation to provide natural resource stewardship opportunities to the public, agencies, and organizations within the district's boundaries.
- Well-developed and adaptive writing skills for preparing both high-level technical and funding documents, as well as information to be digested by the public.
- Knowledge of city, county, and state and federal agencies/organizations pertaining to management of Arkansas' natural resources.
- Ability to work with private landowners and partners to complete projects.
- Skills in marketing, customer service, public speaking, and media relations.
- Skill in facilitation or dealing with conflicts.
- High proficiency with Microsoft Word, Excel, PowerPoint.
- A valid driver license and safe driving record.

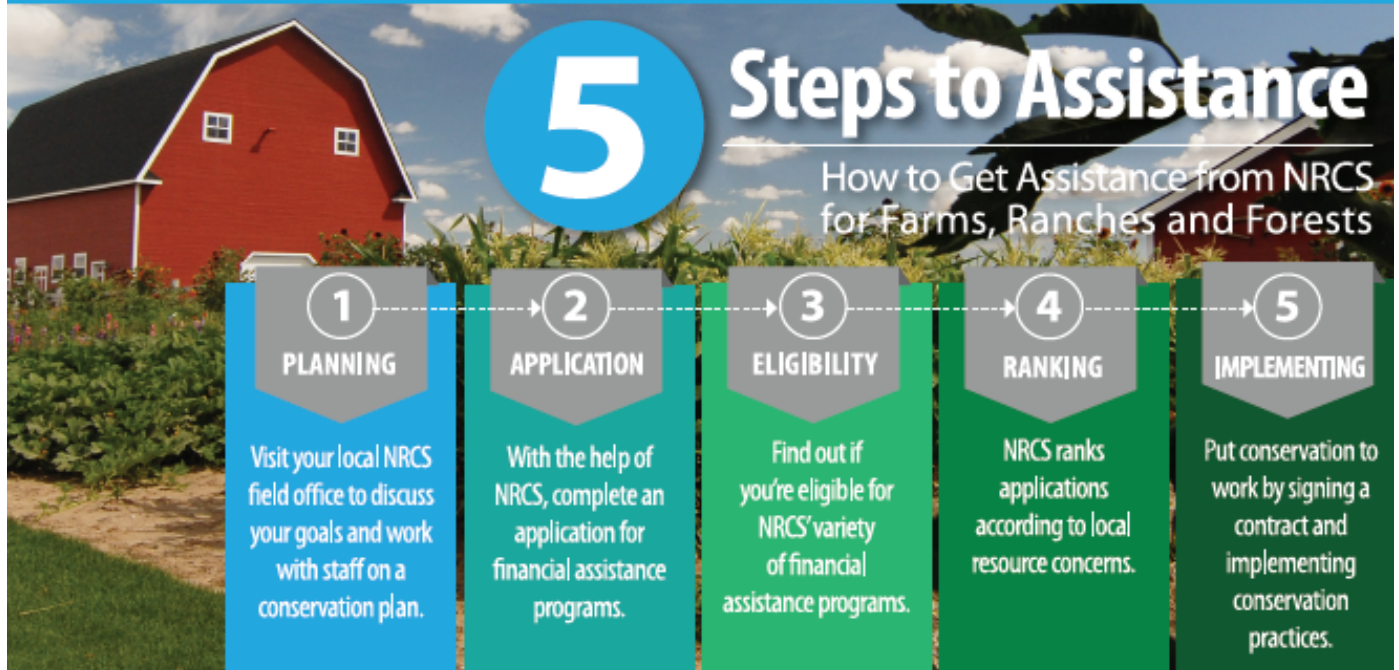
Education and/or Experience Preferred (including but not limited to):

- High School diploma with work experience .
- Computer Skills to efficiently use programs and applications.
- Demonstrated proficiency in communication skills and technology.
- Demonstrated ability to be an effective member of a team.
- Experience in developing, implementing, and monitoring a work plan that achieves the desired results.
- Strong understanding of agricultural crop and livestock-poultry production.
- Strong written and verbal communications skills including ability to talk one-on-one with producers.
- Must maintain consistent and reliable attendance record.
- Must be able to pass a written Federal security exam and a federal government background check and cannot have any type of criminal conviction.

Job Conditions:

To perform the duties of this position, this employee must serve as incidental motor vehicle operator. Office work involves regular use of computers and prolonged sitting or standing at meetings. This position involves periodic travel to meetings, field tours, conferences, workshops, and training sessions throughout the county and state, as well as outside of the state, as needed. This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

The Rich Mountain Conservation District is an equal opportunity employer.



Get Started with NRCS

Do you farm or ranch and want to make improvements to the land that you own or lease?

Natural Resources Conservation Service offers technical and financial assistance to help farmers, ranchers and forest landowners.

1 Planning To get started with NRCS, we recommend you stop by your local NRCS field office.

We'll discuss your vision for your land.

NRCS provides landowners with free technical assistance, or advice, for their land. Common technical assistance includes: resource assessment, practice design and resource monitoring. Your conservation planner will help you determine if financial assistance is right for you.

2 Application We'll walk you through the application process. To get started on applying for financial assistance, we'll work with you:

- To fill out an AD 1026, which ensures a conservation plan is in place before lands with highly erodible soils are farmed. It also ensures that identified wetland areas are protected.
- To meet other eligibility certifications.

Once complete, we'll work with you on the application, or CPA 1200.

Applications for most programs are accepted on a continuous basis, but they're considered for funding in different ranking periods. Be sure to ask your local NRCS district conservationist about the deadline for the ranking period to ensure you turn in your application in time.

3 Eligibility As part of the application process, we'll check to see if you are eligible.

To do this, you'll need to bring:

- An official tax ID (Social Security number or an employer ID)
- A property deed or lease agreement to show you have control of the property; and
- A farm tract number.

If you don't have a farm tract number, you can get one from USDA's Farm Service Agency. Typically, the local FSA office is located in the same building as the local NRCS office. You only need a farm tract number if you're interested in financial assistance.

4 Ranking NRCS will take a look at the applications and rank them according to local resource concerns, the amount of conservation benefits the work will provide and the needs of applicants.

5 Implementing If you're selected, you can choose whether to sign the contract for the work to be done.

Once you sign the contract, you'll be provided standards and specifications for completing the practice or practices, and then you will have a specified amount of time to implement. Once the work is implemented and inspected, you'll be paid the rate of compensation for the work if it meets NRCS standards and specifications.

*"Take Care of the Land and the
Land will Take Care of You"*

*---Hugh Hammond Bennett, First Chief of the Natural Resources
Conservation Service*

Upcoming Grazing Meetings and Seminars:

✓ **September 5, 2023 – Rich Mtn
Conservation District Grazing
Management Workshop/Pasture Walk**

**(5:30-8:00pm) @ Tim Milham Farm near
Mena, Arkansas (146 Milhall Ln, Mena, AR)**

Topics Include:

- **Strategies to Improve Grazing Efficiency**
 - **All about Electric Fences**
 - **Livestock Watering Systems**
 - **Strip Grazing with Polywire**
- **Planting & Managing Winter Annuals**
 - **USDA Programs Available**

September 5, 2023 | 5:30P.M.

Tim Milham Farm
146 Milhall Lane Mena, Arkansas

Sponsored by Rich Mtn Conservation District

Call (479)437-6054 for more information

Grazing Management Workshop

Come learn more about grazing and pasture management in Western Arkansas! Topics include:

- Strategies to Improve Grazing Efficiency
- All About Electric Fencing
- Strip Grazing Using Polywire
- Planting & Managing Winter Annuals
- Livestock Watering Options
- USDA Programs Available

The Rich Mtn Conservation District has equipment available for rent to landowners in Polk County:

SUNFLOWER NO TILL DRILL

\$10 ACRE, \$50 MINIMUM

TYE NO TILL DRILL

\$10 ACRE, \$50 MINIMUM

RHINO POST DRIVER

\$150 PER WEEK (5 days) with a \$100 deposit

3 POINT CYCLONE SEEDER

\$75.00 per week (5 days) with a \$50 deposit

Building electric fence?

We have a spinning jenny & electric fence tester available for landowners use

Please contact RMCD at (479)437-6054 for more information or to make a reservation. Note: the available days for the no till drills are filling up fast for this fall so call and make arrangements as soon as possible! Most winter annuals such as Ryegrass, Wheat, or Cereal Rye should be planted between September 1 and November 1 but September 15-October 15 is usually optimum.

**Know someone who would enjoy receiving
this newsletter?**

Please feel free to forward it to them and have them contact our office to be on the mailing list in the future!

**Rich Mountain
Conservation
District**

Web: www.rmcd.org

Phone: (479)437-6054

Mail: 508 7th Street, Mena, AR 71953

Sent on behalf of the Rich Mtn Conservation District.
Thanks for your interest in grazing management and conservation,

Steve Swall

District Conservationist

USDA-Natural Resources Conservation Service

Mena Service Center (Polk & Montgomery Counties)

(479)437-6054

Please reply to unsubscribe if you do not wish to receive this newsletter.