

CONSERVATION PLANNER

Compensation:

A comprehensive benefits package, including a benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. The monthly salary for this position is \$4034.36.

Location: Position will be located at the Creek County Conservation District field office located in Bristow, OK

Basic Purpose:

This position is under the supervision of the Oklahoma Conservation Commission (OCC) Land Management Division Director. The position provides USDA program support and delivers conservation planning to conservation districts, partners and the public. This position works under the direction of the NRCS District Conservationists and other NRCS and Conservation District team members and provides support to USDA programs and state cost-share by performing the following primary responsibilities.

Typical Functions Include:

- Meets with landowners to promote state cost-share programs, farm bill programs, discuss natural resource concerns and solutions to concerns;
- Collects data and information and develops Conservation Plans to address natural resource concerns in cooperation with landowners to include layout of conservation practices and development of a digital record using NRCS CD/CART Software, as well as review of plan and implementation according to agreed upon schedule, incorporating revisions as allowed and needed;
- Maintains detailed records of daily activities;
- Assists customers with program applications;
- Provides outreach for conservation planning and Farm Bill Programs;
- Explains conservation practices to land managers and recommends practices to address specific natural resource concerns;
- Surveys and gathers preliminary data for development of conservation plan and conservation practice design;
- Continues to complete USDA provided training and maintain certifications on conservation planning, comprehensive nutrient management planning and other specific courses provided to USDA employees; and
- Most work assignments will be concentrated in the eastern region of the state; however, some statewide work and travel for training may be necessary.

Knowledge, Skills and Abilities: this position requires familiarity and experience with Oklahoma agriculture and its stakeholders, partners and key contacts in the environmental arena. The position requires knowledge of a wide variety of soil conservation, agronomic, engineering, hydrologic, biology, and forestry concepts, principles, practices, and methodology in order to independently resolve natural resource problems related to the implementation of soil and water conservation plans and provide area-wide technical assistance. Knowledge regarding the

preparation of conservation plans and the tools used to develop those plans including USDA conservation mapping and planning software is required. Knowledge of cropping systems, rangeland, soils, pasture management, Farm Bill programs, water quality and surveying are preferred. Position requires ability to read technical documents including soil surveys, engineering plans, detailed maps and other tools. Since this

position works closely with the public, individuals must be outgoing and have excellent communication skills. Individuals should also be comfortable working independently but also with team members. Must be detail- oriented and possess strong organizational skills; be proficient with computers and contemporary software packages. Individuals will be provided with training and oversight on conservation planning and NRCS programs.

Education and/or Experience: Bachelor's degree in soil conservation or related agricultural or natural resource discipline such as agronomy, soil science, agricultural education, environmental science, or rangeland management is required and background in the agricultural sector is preferred.

Special Skills:

- Must be able to obtain and maintain conservation planning certification from USDA during the course of employment which requires computer, mapping, surveying and environmental planning skills;
- Must have excellent communication skills, particularly in relation to agricultural production and conservation planning;
- Must be a legal resident of the United States and possess a valid Oklahoma driver's license;
- Must be willing to travel to meet program needs – including infrequent overnight trips;
- Requires some heavy lifting and ability to work outside during all types of weather conditions.

How to apply:

Interested and qualified applicants should submit a resume with daytime phone number, email, and at least two professional references. Documentation of applicable certifications and trainings should also be included.

Submit application materials via mail to:

Oklahoma Conservation Commission Land Management Division
C/O Andrea Moseley
2800 N. Lincoln Blvd Ste. 200 Oklahoma City, OK 73105

Or via e-mail to:

andrea.moseley@conservation.ok.gov

Deadline for documents to be received is: October 16, 2026 at 4:30 p.m.

Questions?

For questions, contact Trampas Tripp at 918-441-2582 or trampas.tripp@conservation.ok.gov