



## ANNOUNCEMENT OF POSITION AVAILABILITY



**TITLE:** Specialist I or II  
Soil and Water Conservation Specialist

**EMPLOYER:** New Mexico Department of Agriculture  
Division of Agricultural Programs and  
Resources

**EFFECTIVE DATE:** Immediately

**SALARY:** \$27,913.60-Minimum-Specialist I  
\$33,134.40-Minimum-Specialist II

**REQUISITION:** 2008003063  
**REPLY TO:**  
New Mexico Department of  
Agriculture  
Attention: Richard Reyna  
MSC 3189, P. O. Box 30005  
Las Cruces, NM 88003-8005

**TELEPHONE:** (505) 646-7523

**DEADLINE FOR APPLYING:**  
Review of applications will begin  
May 5, 2008. Position will remain  
open until filled.

**POSITION LOCATION:** Albuquerque/Santa Fe Area, New Mexico

**REQUIRED QUALIFICATIONS:**

Bachelor's degree from an accredited university with course work in agriculture, natural resources, environmental science, wildlife science, other related fields. Specialist I-one to two years of relevant work experience required. Specialist II-minimum three years of relevant work experience required. Proficiency in written and verbal communications. Proficient ability in computer use such as word processing, spreadsheets, Internet navigation, and e-mail programs. Knowledge of geographic information systems helpful.

**PREFERRED QUALIFICATIONS:**

Master's degree in a subject area related to the required qualifications. Knowledge of local and/or state government operations.

**CONDITIONS OF EMPLOYMENT:**

Defensive driving training required within three months after employment. Driving record subject to investigation. Must be willing to travel at least 75 percent of the time throughout the state and out of state as necessary (including overnight travel).

**DUTIES AND RESPONSIBILITIES:**

1. Administratively responsible to the division director.
2. Provide planning and program support to New Mexico soil and water conservation districts (SWCD's), with primary responsibility for 16 SWCD's in regions I and II (northwest New Mexico).
3. Communicate with districts and government entities regarding pertinent issues, legislation, and litigation.
4. Assist districts with long range, annual, and strategic planning efforts.
5. Train district supervisors, assist districts to ensure compliance with relevant laws, assist districts with public relations, serve as a clearinghouse for information.
6. Collaborate with local, state and federal governmental entities, tribal entities, citizen organizations, academic institutions, and private citizens to identify conservation program opportunities and to secure funding to operate district programs.
7. Represent the department as necessary at soil and water conservation and watershed district meetings and other related meetings.
8. Perform other related duties as required.

**APPLICATION REQUIREMENTS:** A complete application consists of the NMDA application form (available at [www.nmda.nmsu.edu](http://www.nmda.nmsu.edu)), personal resume including three references, a statement of qualifications explicitly addressing all qualifications, and duties and responsibilities, and unofficial college transcripts. All materials must be received no later than the close of business on the deadline date above.

**BENEFITS OFFERED:** Group medical, dental, and hospital insurance; group life insurance; sick leave; annual leave; worker's compensation; unemployment compensation; and state education retirement.

Offer of employment contingent upon verification of  
Individual's eligibility for employment in the United States

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