

SHENANDOAH VALLEY SOIL & WATER CONSERVATION DISTRICT CONSERVATION DATA TECHNICIAN POSITION DESCRIPTION



We work with the people who work the land.

GENERAL

The Shenandoah Valley Soil & Water Conservation District (SVSWCD) has an opening for a full time Conservation Data Technician. The position is responsible for performing a wide range of technical duties that pertain to the implementation of the Department of Conservation and Recreation, Division of Soil and Water Conservation (DCR-DSWC), activities, services and programs. The position will focus on providing help-desk support to application users, data management and GIS support to agricultural nonpoint source programs at DCR-DSWC. This position will also assist in the development and use of geospatial data to support the implementation of the nonpoint source programs within the Division. The position will also support maintenance of DCR-DSWC web content and assist with application training. **This position will be based at the Department of Conservation and Recreation office in Richmond City, VA.**

PRIMARY DUTIES & RESPONSIBILITIES

The position will support DSWC through a variety of technical responsibilities. The position is responsible for, but not limited to, providing technical help-desk support and training for the Conservation Application Suite users, managing data, assisting in the development and use of geospatial data, and reports to support the implementation of all the nonpoint source programs within the Division. The position will also support application maintenance, including bug fixes, upgrades and contractor coordination.

Primary Data Application Support

- Serve as primary support desk contact for Division of Soil and Water Conservation staff and partners for the Ag BMP Tracking, Resource Management Planning, Conservation Planning, and Agriculture Nutrient Management Planning Applications.
- Manage requests for user access to Division of Soil and Water Conservation applications.
- Update System Access Form as needed to support new functionality that has been added to systems.
- Provide training to new and existing users

Data Development and Reporting

- Assist in the development of data summaries/analysis of Division programs for Division staff and management, the Virginia Department of Agriculture and Consumer Services Agricultural Stewardship Program Manager, and other stakeholders as needed.
- Develop web-based mapping applications to allow Soil & Water Conservation Districts to self-verify their data.
- Work with stakeholders to develop required reports which can be retrieved through the DCR designated reporting system by appropriate users.

Spatial Data Development/Maintenance

- Produce spatial data and prepare spatial data products such as maps, graphs, and tables for presentations as requested by or through the Conservation Programs Data Manager.
- Provide QA/QC of AgBMP, CREP Conservation Planning and Resource Management Planning data through spatial analysis.
- Assess and implement the use of ArcGIS Online as needed for data development projects.
- Maintain spatial data used by Division applications. Update data as needed.

The above statements are intended to describe the general nature and level of work performed by this position. They are not intended to be constructed, as an exhaustive list of all responsibilities, duties and skills required of this position. Management retains the discretion to add to or change the duties of the position at any time.

FLSA Status: Non-Exempt