Illinois River Program Technician

Desired start date is Thursday, October 1, 2026.

Washington County Conservation District
2898 Point Circle, Suite 3
Fayetteville, AR 72704
Phone: 479-718-6371

Position Overview

The Washington County Conservation District is seeking an Illinois River Program Technician to work directly with local agricultural producers to plan and install Best Management Practices (BMPs) through a new 319 Title X agricultural cost-share program.

The technician will assist producers throughout the cost-share process, from technical planning and contract development through installation and documentation of approved conservation practices. The position includes both fieldwork and office responsibilities.

Position Responsibilities

The Illinois River Program Technician will be responsible for:

- Working directly with local agricultural producers to plan and document installed Best Management Practices.
- Developing technical and contract plans for approved cost-share practices.
- Conducting soil sampling in all weather conditions.
- Preparing nutrient management plans.
- Maintaining accurate program records and databases.
- Using Microsoft Office applications to complete program documentation, correspondence, and reports.
- Answering the office telephone and assisting callers with questions or directing them to appropriate resources.
- Greeting and assisting walk-in visitors seeking agricultural assistance.
- Providing professional and courteous customer service in the office and field.
- Assist in planning and hosting field days highlighting BMPs and local farmers
- Performing other field and technical duties related to the Illinois River Program as assigned.

Minimum Applicant Requirements

- Be 21 years of age or older with exceptional driving record.
- Possess a valid Arkansas driver's license.
- Be eligible for employment in the United States.
- Successfully pass a background check.
- Hold a high school diploma. A college degree is not required to be considered for this position.
- Have a strong working knowledge of Microsoft Office.

- Be comfortable using and maintaining databases and electronic records.
- Be able to conduct outdoor fieldwork, sampling soil in varying weather conditions.
- Be comfortable working directly with agricultural producers and visiting farms and agricultural properties.
- Be able to communicate professionally with producers, visitors, coworkers, and the public.

Preferred Qualifications

- Background in farming or agricultural production, particularly experience working with poultry, cattle, horses, or other livestock.
- Experience working directly with farmers, ranchers, and agricultural producers.
- BA, BS, or advanced training in a field related to agriculture and public service
- Fundamental GIS and map creation
- Knowledge of four-wheeler/ATV operation and maintenance.
- Knowledge of vehicle maintenance and basic repair.
- Ability to work independently in the field, manage daily responsibilities, and make safe decisions when working away from the office.
- Ability to communicate effectively and build positive working relationships with agricultural producers and members of the public.

Compensation

$15.00 per hour

Benefits

- Health insurance
- Dental insurance
- Vision insurance
- Retirement benefits
- Paid time off
- Paid holidays

Work Schedule

Monday–Friday

- 7:00 a.m.–3:30 p.m. or
- 8:00 a.m.–4:30 p.m.

This position includes both office and outdoor fieldwork and requires the ability to work in varying weather conditions. No weekend hours, overnight travel, or overtime is allowed with this position.

How to Apply

Interested applicants should submit a short letter outlining their interest and expertise and a resume by email to:

Sara.Overton@AR.nacdnet.net

Or mail/deliver to:
Sara Overton
2898 Point Circle, Suite 3
Fayetteville, AR 72704

For questions about the position, contact the Washington County Conservation District at 479-718-6371. Continuing applications will be contacted *by phone*. Declined applications will notified *via email*.

Washington County Conservation District is an equal opportunity employer.