



## **MADISON COUNTY SOIL AND WATER CONSERVATION DISTRICT**

### **JOB VACANCY ANNOUNCED**

The Madison County Soil and Water Conservation District is looking to fill the position of District Specialist. Duties include office management, accounting/timesheets, organize board meetings, administer district cost-share contracts, and information/education activity assistance. This is an administrative position with opportunity for some technical/field work. Required skills are strong computer background, organizational/management skills, and good public relation skills. A high school diploma or equivalent is required. College is beneficial but not required. Starting salary is \$16.16/hour, based on experience, with room for advancement. Benefits available: health insurance, retirement, paid holidays, sick leave, and vacation. Must have a valid driver's license and pass a background check. Applications and position descriptions are available at the Madison County Soil and Water Conservation District office 1092 City Lake Rd, Fredericktown, Missouri 63645. For questions call 573-783-5291. Applications/resumes accepted in person by going to the district office, address listed above.