



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.