

Barton County Soil and Water Conservation District Now Hiring Manager/District Specialist

BASIC JOB DESCRIPTION INCLUDES: Performing management and administrative duties that includes managing state cost-share funds, bookkeeping, payroll, secretarial duties.

Applicant must have a minimum of a high school diploma or GED, College degree is preferred, but not required. Applicant must pass a background check prior to start date. Job duties will include working with the Soil and Water Conservation District and the Natural Resources Conservation Service assisting landowners of the county with state and federal farm programs. Strong computer skills and good public relation skills are required and have the ability to be flexible, as job requirements may vary.

This is a full time position with paid holidays, annual and sick leave, health and retirement benefits. The starting rate will be \$17.16 per hour. Increase in salary will be determined upon the employee meeting job expectation and as experience and training has been gained. Employment application is available online at www.mosoilandwater.land/barton or by stopping by the office for a copy.

If interested in applying for this position, please mail or deliver application, resume and cover letter to:

Barton County Soil and Water Conservation District
701 E. 12th Street
Lamar, MO 64759

Information can also be sent by email by calling ahead to (417) 682-3571 ext. 3 for email address.

CLOSING DATE: 8/29/25

Equal Opportunity Employer and Provider