

Capital Resource Conservation and Development Area Council
NRCS EASEMENT QUALITY ASSURANCE MONITOR
Position Description

Overview:

Capital Resource Conservation and Development Area Council (Capital RC&D), a regional non-profit organization seeks a NRCS Easement Quality Assurance Monitor for this full-time (40 hours/week) limited term, nonexempt position. The position reports directly to the Capital RC&D Executive Director as well as to the NRCS Management Analyst for Easements for technical direction. The quality assurance monitor is expected to provide quality assurance review of easements acquired under the Grassland Reserve Program (GRP), Wetlands Reserve Program (WRP) and Farm and Ranchland Reserve Program (FRPP) within the state of Pennsylvania. The employee will review easement files for land within the state of Pennsylvania preserved using funds from these programs.

Duties and Responsibilities:

The position will be based in the state Natural Resources Conservation Service (NRCS) office in Harrisburg, PA and will work closely with and be trained by NRCS staff. This is a full time (40 hours per week) limited term position of approximately nine months. The work will include

- Identification of missing or incomplete documentation
- Review of aerial photographs to identify potential infringements on easements
- Work with Natural Resources Conservation Services (NRCS) staff to follow-up on all concerns identified by these reviews.
- Responsible for verifying that in-file documentation matches data contained in the NRCS national database for easement tracking.
- Help to manage a team that conducts onsite monitoring of easements throughout the state, tracking the team's progress toward onsite monitoring goals and reviewing onsite monitoring reports.

A successful candidate should have the following experience/qualifications: basic knowledge of programs associated with land easements; ability to learn use of a federal easements database; familiarity with review of aerial photography and competency with GIS software, including ability to modify polygon boundaries. Further, good oral and written communications skills and computer proficiency in Microsoft Office Suite are required. The candidate should be detail-oriented and able to effectively manage multiple tasks concurrently. The successful candidate should have the ability to work in a team setting within a small office environment. A valid driver's license and use of a motor vehicle are also required. This grant funded position will end September 1, 2012. Interested candidates should submit a resume **by December 2, 2011** to:

Capital RC&D Area Council
Attention: Susan Richards
401 E. Louthier St., Suite 307
Carlisle, PA 17013
Email: srichards@capitalrcd.org

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