



**Contractor Opportunity**  
**Iowa DNR State Revolving Fund**  
**Environmental Program Specialist**

The Iowa DNR has 2 contractor openings for a maximum 18-month contract with the State Revolving Loan Fund (SRF) assisting with initiatives to improve processes and systems related to water quality improvement programs in the State of Iowa.

If interested in applying, please contact Gunjan Rawat at [gunjan.rawat@acrocorp.com](mailto:gunjan.rawat@acrocorp.com) or (734) 367-4871 to follow ACRO's application processes.

For additional questions about the opportunity, please contact Jerah Sheets at [jerah.sheets@dnr.iowa.gov](mailto:jerah.sheets@dnr.iowa.gov) or (515) 314-6328.

Full time - 40 hours per week

Flexible work schedule opportunities to meet work/life balances Monday-Friday between 6 am - 6 pm

No travel anticipated

Family-friendly and professional work environment.

**Location:**

The successful candidate may choose to telework or be stationed at a DNR office around the state. If the successful candidate desires to telework (establish a home office/remote working location), Iowa residency is required.

**Duties & Responsibilities Examples:**

- SRF Project Close Out Backlog - Systematically process the environmental clearance technical materials backlog of the past 4 years of projects that have been closed out and digitally stored in the state's records repository.
- Lead Service Line (LSL) Area of Impact Research and Visuals - LSL projects will require archeology and architectural history research for each residence impacted by the project. An inventory for each residence impact and a visual map will need to be created in ArcGIS software.
- System Development Assistance -The SRF program is moving from a manual system of PDF attachments and excel spreadsheets to an online, automated system for customers and staff. Assistance in developing and testing an environmental program system.
- Environmental Protection Agency (EPA) Technical Assistance Research - EPA is offering technical assistance to states. Research is needed across the state.
- Data Verification & Clean Up - The SRF program is moving to an online system. Prior to moving, historical environmental data needs to be standardized, quality assurance, and prepared for the new system.
- Other Environmental Technical Assistance - Items to be identified pending the skills of the contractor.

**Skills:**

- Communicates in writing, on the phone, and virtually with project participants, technical advisors, and governmental partners.
- Gather and explain information, provide assistance, and coordinate activities.
- Writes professional technical documents in English using proper spelling, grammar, and sentence structure.
- ArcGIS or other mapping software
- Analyzes and interprets data to reach conclusions and provide recommendations.
- Reviews, interprets, and effectively communicates information about federal and state laws, rules, regulations, standards and guidance, and policies.
- Uses computers to view information, type, and perform data entry.

- Presents information to technical, professional, and public groups across the state.
- Adjusts to change, work pressures, or difficult situations.
- A cooperative, supportive, teamwork mentality. A commitment to excellence in customer service. The ability to independently prioritize workloads appropriately.

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in natural science, environmental science, environmental policy, and/or similar education

OR

an equivalent combination of experience and education substituting one year of full-time professional work in an environmental program for each year (30 semester hours) of the required education.