



HUNTINGDON COUNTY
CONSERVATION DISTRICT

Conserving Natural Resources for Our Future

Vacancy Announcement: Nutrient Management/Chesapeake Bay Program Specialist

The Huntingdon County Conservation District is looking for candidates to fill a full time position as the Nutrient Management/Chesapeake Bay Program specialist. The position requires both office and field work. Candidates for the position should review the full job description prior to applying.

Salary: \$33,000 - \$35,000, commensurate with education and experience.

How to Apply: Interested candidates must submit a cover letter, resume, and application to the HCCD office. All application materials must be received by October 19, 2018.

Huntingdon County Conservation District
10605 Raystown Road – Suite A
Huntingdon, PA 16652

admin@huntingdonconservation.org

Interviews for selected applicants will be held on October 29, 2018.



10605 Raystown Road, Suite A • Huntingdon, PA 16652 • Tel (814) 627-1627 • Fax (814) 627-0040



JOB DESCRIPTION
Nutrient Management/Chesapeake Bay Program Specialist

RESPONSIBILITIES: To perform this job successfully, an individual must be able to satisfactorily perform duties within the following programs that include but are not limited to:

- A. Nutrient/Manure Management Program
 - 1) Review nutrient management plans and assist agricultural producers with manure management planning
 - 2) Conduct nutrient management status reviews by visiting farms to ensure compliance with record keeping and environmental conditions on the farm
 - 3) Communicate with county farmers about their environmental responsibilities via one-on-one site visits, phone calls, and occasional mailings
 - 4) Participate in outreach activities such as field days and winter farmer's meetings
- B. Chesapeake Bay Program
 - 1) Conduct educational outreach visits and farm inspections for compliance with state regulations
 - 2) Promote agricultural conservation programs through a variety of means, including personal contact, group meetings, mailings, field days, exhibits, demonstration projects, etc.
 - 3) Assist USDA agencies with program implementation and site investigations and evaluations
 - 4) Assist with best management practice survey, design and construction checks
 - 5) Conduct complaint response and investigation
 - 6) Utilize grant writing skills to help fund implementation of proposed conservation projects

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of soils, hydrology, land use, geography, ecology and a Bachelor Degree or equivalent experience in Agronomy, Agriculture, Natural Sciences, Environmental Resources Management, Environmental Science, Agricultural Engineering, or closely related environmental field
- Excellent verbal communication skills and customer service skills. Grant writing skills preferred
- Must be able to perform routine duties without direct supervision both in an office and field setting. Excellent organizational skills and ability to manage multiple projects
- Experience in Microsoft Programs and digital mapping programs
- Knowledge of state regulations, policies and guidelines as they relate to agricultural programs preferred
- Obtain nutrient management specialist certification within one year of employment and maintain certification throughout employment

PHYSICAL DEMANDS: This position requires walking and traversing all types of terrain in all weather conditions, occasional lifting up to 25 pounds, and occasional climbing.

ACCOUNTABILITY: The Nutrient Management/Chesapeake Bay Specialist reports directly to the District Manager and ultimately to the HCCD Board of Directors.

ADDITIONAL REQUIREMENTS: Possess a valid motor vehicle operator's license. Personal vehicle use is required and will be reimbursed at the applicable state rate.

Other duties performed as assigned. The Huntingdon County Conservation District reserves the right to add or change the duties of this job description at any time.

AN EQUAL OPPORTUNITY EMPLOYER

Updated 10/4/18



Employment Application

Conserving Natural Resources for Our Future

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____ Date Available: _____

Are you a US citizen? YES NO If "no", are you authorized to work in the YES NO
US?

Do you have a valid driver's license? YES NO

Have you ever been convicted of a crime? "Crime" means all felonies and misdemeanors, including serious driving offenses, e.g. DWI/DUI and reckless driving, but does not include minor traffic offenses or other summary offenses. YES NO

If "yes", explain. Prior conviction will not automatically bar an applicant from employment.

Education

	SCHOOL NAME	ADDRESS	NUMBER OF YEARS ATTENDED	MAJOR/ DEGREE	DIPLOMA Yes or No	
HIGH SCHOOL					YES <input type="checkbox"/>	NO <input type="checkbox"/>
COLLEGE					YES <input type="checkbox"/>	NO <input type="checkbox"/>
OTHER					YES <input type="checkbox"/>	NO <input type="checkbox"/>

Previous Employment (Continued)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Dishonorable discharge or general discharge is not the absolute bar to employment and other factors will affect the final decision.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Additional Information(Optional)

Please note any other information related to or unrelated to the job description for this position that my help the Conservation District evaluate your suitability for this job. (Farm background, educational course work, personal accomplishments, skills or hobbies, etc.)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at HCCD will be based on merit, qualifications, and abilities. HCCD does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, sexual orientation, or marital or family status.