

## **AGRICULTURE SPECIALIST POSITION DESCRIPTION**

### **SUMMARY**

The Agriculture Conservation Specialist is the District's liaison into Indiana County's agricultural sector. This position requires an individual who is able to work and communicate with diverse people of different backgrounds and beliefs. The primary responsibilities of this position are to manage the District's Act 38 Nutrient Management and Chapter 91 Manure Management delegation agreements. The successful candidate will be able to develop, incubate, and implement robust agricultural programs and projects that meet the overall strategic goals and mission of the District, ensuring that the District maintains a strong connection and relationship with the agricultural community.

This position requires significant grant writing and management. Currently, this position is 50% funded by delegated programs with the remaining 50% being funded through grants. The successful candidate will be able to write and apply for grants to fund District agricultural projects and programs.

### **JOB DUTIES AND RESPONSIBILITIES**

#### DELEGATED PROGRAM RESPONSIBILITIES (50% of time):

- Provide assistance to local agricultural producers with farm planning and implementation of best management practices according to the PA Technical Guide and PA Clean Streams Law
- Complete administrative and technical reviews for adequacy of Act 38 nutrient management plans and provide action recommendation to the District board upon Act 38 plan review
- Develop a formal Chapter 91 Manure Management Program for the District that meets the delegation agreement requirement and includes formal education workshops for agriculture producers as well as manure management plan writing.
- Assist in reviewing agricultural chapter 102/105 permits including performing inspections
- Complete complaint investigations related to agriculture soil erosion and sedimentation and manure management, provide technical assistance, and make referrals to appropriate agencies/organizations when necessary for enforcement
- Perform education and outreach activities as required by delegated programs
- Assist with conservation farm planning and implementation to reduce soil erosion and improve water quality

#### AGRICULTURE PROGRAM CAPACITY BUILDING (35% of time):

- Fundraise through grant writing and other efforts to fund position and advance District agricultural programs & projects
- Work with other District staff to develop and implement educational programs targeted to the agricultural community and the general public on topics including non-point source pollution, nutrient and manure management, sustainable agricultural practices, agricultural BMPs, and urban agriculture.
- Advance District partnerships with cooperating agencies and partners including USDA NRCS, USDA FSA, Penn State Extension, PA Farm Bureau, Farmland Easement Board and others.
- Implement grant projects associated with agricultural programs



#### OTHER CRITICAL FUNCTIONS (15% of time):

- Maintain all appropriate records for all grants and delegated programs including quarterly reporting and reimbursement requests
- Assist with demonstration projects, field days, and tours
- Assist other District staff with the Indiana County Envirothon, training events, workshops, field days, and other educational activities
- Work to promote a “District team concept” by assisting in various other related functions, activities and programs of the District
- Prepare monthly activity report for and attend the Board of Directors’ meeting
- Provide construction oversight on projects
- Assist other District staff with projects/programs as needed
- Other duties as assigned

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Associates degree in agriculture, agronomy, environmental studies, natural resource management, engineering, or similar area of study OR possess a combination of applicable education, training and experience that is equivalent to a 2-year degree or greater.
- Nutrient Management Certification preferred but not required for hire – Certification is required within 2 years of the start date and the District will cover the necessary costs associated with obtaining the certification.
- Basic knowledge of soil and water conservation issues, land use practices, innovative planning techniques, best management practices (BMPs) and applicable local, state, and federal laws, rules and regulations.
- Ability to read and interpret administrative procedures manuals, technical literature, topographic maps, contracts, engineering plans, bid documents, cost estimates, construction standards and specifications.
- Excellent interpersonal skills and ability to communicate effectively with a wide range of individuals and groups, both verbally and in writing.
- Knowledge of computer word processing, spreadsheet, and database and the ability to operate computers.
- Experience with ArcGIS preferred but not mandatory.
- Ability to work with minimal supervision.
- Ability to oversee all phases of a construction project from planning through final certification.
- Possess a valid driver’s license and safely operate motor vehicle while carrying out assigned duties.
- Possess a reliable vehicle that can be utilized for field work purposes daily. Mileage will be reimbursed at the State rate.

#### **WORK CONDITIONS**

The position will require both field and office work. Field work will require your own transportation and the ability to work in all weather conditions. The office environment will require the ability and tolerance to work in an office building with other employees.

#### **PHYSICAL AND MENTAL CONDITIONS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this job and encourages both prospective employees and current employees to discuss potential accommodations with the District. The Indiana County Conservation District is an Equal Opportunity Employer.

- Must be able to sit for long periods throughout the workday, with occasional periods of standing, walking, bending, twisting, balancing, crouching, kneeling, and reaching necessary to carry out the duties of the job.



- Dexterity requirements range from simple to coordinated movements of fingers/hands/arms, feet/legs, and torso necessary to carry out the duties of the job.
- Occasional lifting/carrying of objects with a maximum weight of fifty pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to move frequently throughout the workday.
- Must be able to pay close attention to details and concentrate on work.
- Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.

### **WORK SCHEDULE/COMPENSATION**

Successful candidate will work under a 6-month probationary period.

This is a full-time position, which after satisfactory completion of the probationary period will lead to a permanent position. Salary is commensurate with experience and the District offers a competitive benefits package.

Normal workweek is 8:00 a.m. to 4:30 p.m. Monday through Friday, utilizing a ½ hour unpaid lunch period with occasional evening and weekend hours as special conditions, meetings or projects arise.

### **APPLICATION PROCEDURE**

Submit:

- Application
- Cover letter
- Resume
- Three references with contact information
- Note\* applications without all requested documents will not be considered

To:

- d.beri@iccdpa.org with "Agriculture Specialist Resume" in the subject line in PDF format, or
- Indiana County Conservation District, 435 Hamill Rd., Indiana, PA 15701.

Deadline for submittal is May 14, 2021.

Anticipated start of employment is July 6, 2021.

