



January 5, 2024

TITLE: Agricultural Resources Specialist/Farmland Preservation Specialist

LOCATION: Bradford County Conservation District
Stoll Natural Resource Center
200 Lake Road, Suite E
Towanda, PA 18848

SALARY: Commensurate with education and experience

REQUIREMENTS: AAS/BS degree and/or related experience in Natural Resources Management, Agronomy or related agricultural field. NMA certification desirable, but not necessary. Prior experience in grant administration (applying, overseeing, reporting and implementation). Excellent communication and time management skills are required. Must have own reliable transportation and possess valid driver's license. Must be in good physical condition and be able to travel and access remote field sites that will include those with rough terrain during inclement weather. This is a grant funded position

Interested individuals should apply at the Bradford County Human Resources Office, 301 Main Street, Towanda, PA or contact thurstona@bradfordco.org.

Application deadline is January 26, 2024.

**BRADFORD COUNTY CONSERVATION DISTRICT
AGRICULTURAL RESOURCE/FARMLAND PRESERVATION SPECIALIST**

GENERAL STATEMENT OF DUTIES:

Promotes and provides services for proper natural resource management in conjunction with the management objectives of agricultural operators in Bradford County and consistent with the policies and annual work plan of the Bradford County Conservation District. Promotes and administers Bradford County's Farmland Preservation Program consistent with the policies and annual work plan of the Bradford County Conservation District. Prepares farm conservation plans necessary for quality farmland preservation. Central point of contact for all parties during easement development. Create agendas and coordinate meetings with the Bradford County Farmland Preservation Board of Directors. Coordination between the Bradford County Conservation District Board and the Bradford County Farmland Preservation Board.

DISTINGUISHING FEATURES OF THE CLASS:

AGRICULTURAL RESOURCE SPECIALIST:

Individual will work under the policies and direction of the Bradford County Conservation District Board as administered by the Conservation District Manager to, carry out Conservation and Nutrient Management services for agricultural operators. The Agricultural Resource Specialist follows up on activities relating to conservation and natural resource management, contacting landowners and others for the purpose of encouraging the implementation of agricultural resource management practices. The specialist will seek solutions to agricultural resource management problems that may include coordination of local, State and Federal resource programs, agencies and personnel. Position is responsible for direct implementation of technical, informational and educational programs involving individuals and groups. The specialist is expected to be able to design and lay out most conservation structures. In addition, this individual will be responsible for the Bradford County Farmland Preservation program including advertising, promotion, answer questions from potential applicants, receive applications, rank applicants, assist with farm conservation planning, coordination of easement development from start to closing. The specialist is expected to be familiar with animal and cropping production practices for the area. He or she must be able to pay attention to detail, manage appointments and workload, organize information and records (both paper and electronic), and communicate well with people. The work is to be performed under the immediate supervision of the Agriculture Team Leader.

FARMLAND PERSERVATION SPECIALIST:

The Farmland Preservation Specialist will administer Bradford County's program including advertising, promotion, answer questions from potential applicants, receive applications, rank applicants, assist with farm conservation planning, coordination of easement development from start to closing. Position is responsible for direct implementation of technical, informational and educational programs involving individuals and groups. The specialist is expected to be familiar with animal and cropping production practices for the area. He or she must be able to pay attention to detail, manage appointments and workload, organize information and records (both paper and electronic), and communicate well with people. The work is to be performed under the immediate supervision of the Agriculture Team Leader.

EXAMPLES OF WORK: (Illustrative only)

- ✓ Development of Nutrient Management Plans for farms to meet Act 38 standards.
- ✓ Development of Conservation Plans for farms to meet USDA NRCS standards.
- ✓ Soil sampling
- ✓ Planning for crop fertility needs; record-keeping assistance and advising landowners on cultural and conservation

- practices for highest net economic returns.
- ✓ Gathering resource information and developing agricultural resource management plans and conservation structures.
 - ✓ Implement agricultural management plans through the practical layout and supervision of construction of conservation practices.
 - ✓ Develop a working knowledge of related resource conservation agencies, organizations and programs and their functions as they relate to agriculture.
 - ✓ Will work with cooperating agencies that will serve as technical advisors and directors for implementing crop management and / or conservation practices.
 - ✓ Become familiar with the Local, State and Federal laws and regulations as they pertain to agriculture for the purpose of assisting farmers with compliance strategies.
 - ✓ Develop and implement with minimum supervision, individual and group educational outreach.
 - ✓ Maintain a daily log of activities.
 - ✓ Compile monthly and quarterly reports.
 - ✓ Attend occasional overnight training, Board meetings, and other activities as assigned.
 - ✓ Will work a flexible daily schedule as determined by the time of year, weather conditions, the number of clients to be visited, and the work accomplished.
 - ✓ Will maintain professional certification under the PA Nutrient Management Act as nutrient management specialist, or other appropriate professional certification program as approved by the Board
 - ✓ Work with specialized computer applications in the development of conservation , nutrient and resource management plans
 - ✓ Arranges and coordinates follow-up inspections of completed projects to assure performance of BMPs and proper operation and maintenance.
 - ✓ Become familiar with Local, State and Federal funding opportunities in order to develop proposals and secure funding for agricultural and water quality related projects.
 - ✓ Develop and administer contracts with landowners for the purpose of implementing best management practices on farmer and other landowner lands to improve water quality
 - ✓ Administer the Farmland Preservation Program for Bradford County
 - ✓ Assist landowners with the preparation of applications to the agricultural preservation program
 - ✓ Write news articles and speak to groups about farmland preservation opportunities in Bradford County
 - ✓ Provide coordination between appraiser, surveyor, landowner, lawyer, banks, and Pennsylvania Department of Agriculture Farmland Preservation office during easement development.
 - ✓ Review of preserved farms for compliance with farmland preservation easements
 - ✓ Coordination with the local farmland preservation board of directors

REQUIRED EXPERIENCE, TRAINING, KNOWLEDGES, SKILLS AND ABILITIES

Preferred qualifications for the position include Associate of Applied Science/Bachelor of Science degree and/or relevant experience in Natural Resource Management, Agronomy or related agricultural field. CCA and NM certification desirable, but not necessary immediately. Excellent communication and time management skills are required. Computer experience is required. Applicant must have reliable transportation, be in good physical condition and be able to travel to and access remote field sites and other locations, including those in rough terrain during inclement weather for the purpose of visually inspecting sites, sampling, and taking physical survey information. Relate and communicate well with people.