

**Berks County Conservation District (BCCD)**  
**Nutrient Management Specialist**  
**Job description**

**General statement of duties**

Work with landowners in Berks County to gain and maintain voluntary compliance with Federal, State and Local Agricultural laws. The Nutrient Management Specialist is immediately supervised by the Agricultural Resource Conservation Supervisor and is ultimately accountable to the District Executive and the District Board of Directors.

**Job duties and responsibilities**

**A. Primary Responsibilities:**

1. Complete the goals and objectives of BCCD as dictated by contract and/or delegation agreements with partnering agencies including but not limited to; providing educational outreach in the form of site visits, newsletters, and workshops in order to promote agricultural compliance with federal, state and local laws.
2. Assist in the development of manure management plans.
3. Administer the State Nutrient Management Program by reviewing nutrient management plans, conducting status reviews and investigating and resolving complaints as required by Act 38.

**B. Education and Instruction:**

1. Encourage landowners to cooperate with the BCCD and other partnering agencies.
2. Inform landowners of their responsibility to care for Berks County's natural resources.
3. Explain to landowners the technical resources and funding opportunities that are available to them through private (Grants, Nutrient Trading, etc.) and public sources. (County, State, Federal).
4. Using the media and by personal speaking at agricultural meetings and workshops and at civic groups to inform the public of what the BCCD is doing to preserve our natural resources.

**C. Training & Certification:**

1. Become certified and maintain certification for PA Nutrient Management Act 38.
2. Attend any training declared mandatory by the BCCD, DEP, NRCS, or PDA.
3. Attend training in other areas where the employee's development plan indicates that competence would be important for future job performance.
4. Attain sufficient computer training to efficiently use the software supplied by the District and NRCS (eg, Microsoft Word, Excel, PowerPoint, Toolkit, ArcView, Practice Keeper).

**D. Reports**

1. Prepare the required monthly and quarterly progress reports for BCCD and other programs and other partnering agencies as required.

2. Complete progress reporting on the appropriate NRCS (Con-6, red line drawings) and/or computer reporting system.

**District activities**

1. Serve on BCCD committees as a volunteer or as appointed.
2. Prepare articles for newsletter or annual report summaries as requested.
3. Attend staff, team, and other meetings as required.
4. Other duties as assigned by the District Executive or BCCD Board of Directors.

**Minimum education and experience**

1. Bachelors Degree in Agronomy, Environmental Resources Management, Environmental Science, Agricultural Engineering, or related subject. An Associate Degree in Agronomy with extensive agricultural experience may qualify at the discretion of the BCCD.
2. One to three years combined knowledge and experience with agricultural is preferred.
3. PA ACT 38 Certification is a plus.
4. Certified Conservation Planner Certification is a plus.

**Minimum knowledge, skills, and abilities**

1. Knowledge in related coursework in soils, hydrology, land use, geography, stream morphology, and/or ecology.
2. Ability to organize and prioritize effectively.
3. Ability to show initiative in completing tasks with minimal supervision.
4. Ability to communicate effectively both orally and in writing.
5. Ability to establish effective working relationships with various organizations, age groups, and education levels.
6. Working knowledge of basic computer operation and software.
7. Valid driver's license.
8. Pass and maintain the PA Department of Agriculture certification in accordance with the Nutrient Management Act.
9. Ability to traverse difficult terrain, including woods, wetlands, pastures, and water.
10. Ability to work outdoors in a variety of seasons and weather conditions.

**Working environment**

Approximately 50 % of the work for this position is expected to be carried out in the field.

This position description serves as a guideline for communication of the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed by the District Executive and/or the BCCD Board of Directors.

To apply, email your resume to [tammy.bartsch@berkscd.com](mailto:tammy.bartsch@berkscd.com) or mail your resume to Berks County Conservation District, Attention Tammy Bartsch, 1238 County Welfare Road, Suite 200, Leesport, PA 19533