



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) Investigates complaints and recommends feasible solutions or corrective measures
- 4) Communicate with county farmers about their environmental responsibilities via one-on-one site visits, phone calls, and occasional mailings
- 5) 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
- 7) Input best management practices into PracticeKeeper

C. Agriculture Conservation Assistance Program (ACAP)

- 1) Collect, review, and rank applications for project funding or participation
- 2) Receive, verify, and process contractor invoices for payment in accordance with project timelines and budget guidelines
- 3) Conduct site visits to assess eligibility and ensure compliance with program requirements
- 4) Maintain and update project records in PracticeKeeper for ACAP projects



5) Construction oversight and meeting with contractors

D. Other Duties

- 1) Assist with the Agland Preservation Program administration
- 2) Assist with the Countywide Action Plan (CAP)
- 3) Oversee the REAP Program

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Obtain nutrient management specialist certification within one year of employment and maintain certification throughout employment
- 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 such as GIS
- Knowledge of state regulations, policies and guidelines as they relate to agricultural programs preferred

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.

This is a full-time position with a salary range between \$ 38,000 - \$ 42,000 annually, based on education and experience. Increased salary will be discussed if Nutrient Management Certification is held.

AN EQUAL OPPORTUNITY EMPLOYER