



PEOPLE • CONSERVATION • RESOURCES

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## COUNTY OF SCHUYLKILL

### JOB POSTING

Job Title: Agricultural Program Specialist  
Department: Conservation District  
Location: 1206 Ag Center Drive, Pottsville, PA  
Pay Rate: Pay Range 6 (\$29,944.16 - \$58,341)  
Based on knowledge and experience  
Work Hours: 40 hrs/week  
Type of Employment: Full time – Non-Exempt  
Duties: See Attached Job Description

#### **How to apply:**

Interested applicants who possess the necessary qualifications as listed on the job description should send a letter of interest and updated resume to the Schuylkill County Human Resources Department

OFFICE OF HUMAN RESOURCES  
SCHUYLKILL COUNTY COURTHOUSE  
401 N. 2ND STREET  
POTTSVILLE PA 17901-2528  
Phone – 570-628-1214  
Fax – 570-628-1109  
[akraft@co.schuylkill.pa.us](mailto:akraft@co.schuylkill.pa.us)

For additional information, please contact:  
Jenna St. Clair  
District Manager, Schuylkill Conservation District  
570-622-3742 ext. 3335  
[jstclair@co.schuylkill.pa.us](mailto:jstclair@co.schuylkill.pa.us)

*The Schuylkill Conservation District protects and restores the county's natural resources through education, cooperation, guidance, and technical assistance that promotes wise stewardship, responsible development, and sustainability.*

**SCHUYLKILL COUNTY  
CLASSIFICATION DESCRIPTION**

**JOB TITLE:** Agricultural Program Specialist

**DEPARTMENT:** Schuylkill Conservation District

**GENERAL SUMMARY:** Under administrative direction, administer the Act 38 Nutrient Management Program in accordance with established guidelines. Develop NRCS Conservation Plans, certify and report agronomic practices, conduct construction inspections, and design best management practices. Provide assistance to other staff members in various agricultural programs and committees.

**ESSENTIAL DUTIES and RESPONSIBILITIES – Act 38/Chapter 91 Nutrient and Manure Management Programs**

1. Implement the Department of Environmental Protection Administrative Manual Level II administrative responsibilities of the Act 38 Pennsylvania Nutrient Management Program as well as the Chapter 91 Manure Management Program.
2. Disseminate Nutrient and Manure Management information to County livestock operators. Inform them of their responsibilities under the regulations. Help operators determine whether or not they are considered a Concentrated Animal Operation.
3. Encourage voluntary compliance of agricultural operations with the requirements.
4. Conduct and/or participate in educational efforts (workshops, news releases, information packets, etc.) to provide information to farmers and nutrient management specialists.
5. Assist livestock operators in making the necessary connections with agencies and consultants to comply with Act 38/Chapter 91.
6. Review and approve/disapprove submitted plans, amendments, transfers and waivers. Maintain files on each complying operation as well as any other necessary files pertaining to the program.
7. Conduct on-site inspections prior to plan approval and following implementation to assure compliance.
8. Provide technical assistance to nutrient management consultants developing plans for County operations.
9. Develop Nutrient Management Plans for volunteer operations as well as Nutrient Balance Sheets for importers, if requested. Assist producers in the development of Manure Management Plans.
10. Assist E&S staff with issues relating to agricultural operations, in accordance with the Chapter 102 regulations, which were updated in 2010 to include new requirements for Ag E&S plans, animal heavy use areas, etc.
11. Investigate complaints and violations related to Act 38/Chapter 91 and refer to the appropriate state agency, if District cannot obtain compliance.
12. Prepare and provide to the State Conservation Commission/DEP the necessary documents and quarterly reports according to Administrative Manual Level II

- activities. Reports are to include number of people assisted and trained, educational efforts completed, plans received, meetings held, number of complaints received, and investigation status.
13. Prepare monthly and annual administrative reports, and attend Conservation District Board meetings.

### **ESSENTIAL DUTIES and RESPONSIBILITIES –Agricultural Conservation Programs**

1. Develop conservation plans for farms under priority direction of USDA-NRCS District Conservationist.
2. Provide implementation assistance of agronomic practices to meet standards and specifications for certification, complete check out documentation, and associated reporting.
3. Assist NRCS with design and installation of best management practices in accordance with an approved conservation plan.
4. Ensure that all BMPs are designed and installed to meet the Department of Environmental Protection (DEP) and/or the Natural Resource Conservation Service (NRCS) standards and specifications.
5. Assist District Conservationist and Engineers with site inventory and evaluations, surveys and design of BMPs.
6. Complete construction packages for review by NRCS.
7. Complete bid packages and host contractor site showings for the installation of BMPs in costshare programs such as Growing Greener, 319, Act 38 and EQIP as needed.
8. Conduct construction inspections for BMPs on behalf of the project engineer as assigned in the project's Quality Assurance Plan for projects or BMPs as assigned.
9. Complete all construction inspection notes and as-builts for BMPs and projects.
10. Assist in development of BMPs and BMP programs to address Schuylkill County's water quality impacts.
11. Write and submit grants to funding sources to fund BMPs and BMP programs to address Schuylkill County's water quality impacts.
12. Administer and coordinate the implementation of grants received.
13. Seek out and identify potential landowners for participation in BMP programs to address Schuylkill County's water quality impacts.
14. Provide best management practice information through the use of public media, newsletters, and participation in workshops co-conducted with cooperating agencies.
15. Provide assistance to producers in the application process for the REAP Tax Credit Program. Review and verify completed REAP applications.
16. Participate in the Schuylkill County Agribusiness Committee to develop programs, events, and publications that will help to educate the public and promote Schuylkill County agriculture.
17. Provide landowners and municipalities with technical assistance upon request.

18. Assist Schuylkill Conservation District with construction of watershed improvement projects.

### **ADDITIONAL DUTIES and RESPONSIBILITIES**

The Agricultural Program Specialist will perform additional job functions such as, but not limited to:

1. Create and balance yearly program budgets to meet audit and program requirements.
2. Complete and submit quarterly reimbursements for all programs and grants for which the Specialist is responsible.
3. Complete and submit monthly reports to the Board of Directors and other agencies as required.
4. Participate as a member of applicable committees.
5. Investigate and follow-up on complaints involving agricultural operations, management of livestock and impacts on water quality. Provide assistance and education to all parties involved.
6. Assist with Schuylkill Conservation District activities such as; Envirothon, Bear Creek Festival, etc.
7. Gain and maintain technical and educational knowledge by attending all applicable training and certification programs.
8. Maintain current certifications and attend update trainings as necessary or required; Act 38, CCA, and pesticide.
9. Acquire other certifications as necessary to promote professional experience.

### **JOB SPECIFICATIONS:**

\*Indicates developed after employment.

### **EDUCATION/EMPLOYMENT:**

Bachelor's degree in Agriculture, Environmental Science/Planning, or a related field. Experience working with the agricultural community is preferred. Some knowledge of nutrient management principles and practices is helpful. Act 38 Nutrient Management Certification required.\* NRCS Conservation Planner certification required\*

### **KNOWLEDGE:**

1. Comprehensive knowledge of the Nutrient Management Law (Act 38).\*
2. Comprehensive knowledge of the Department of Environmental Protection Nutrient Management Act Administrative Manual, the Pennsylvania Department of Agriculture Nutrient Management Act Technical Manual, and the Department of Environmental Protection Manure Management Manual.\*
3. Comprehensive knowledge of the United States Department of Agriculture - Natural Resources and Conservation Service Soil Survey and Penn State Agronomy Guide.
4. Thorough knowledge of inspection techniques and practices.\*
5. Thorough knowledge of agronomy and crop production practices.
6. Thorough knowledge of soils and conservation practices.

**SKILLS:**

1. Keyboard and computer operation.
2. Must be able to organize and track program files.
3. Communicate with targeted audiences effectively in the oral and written form.
4. Read soil, aerial, and topographic maps.

**ABILITIES:**

1. Interpret regulations, standards, and guidelines, and utilize provisions to ensure sound development of programs and maximum return on investment resources.
2. Evaluate program strengths and weaknesses, make recommendations, and implement changes.
3. Establish effective relationships with government agency specialists, contractors, farmers, journalists, and the general public.
4. Interpret nutrient management information and perform nutrient management calculations.
5. Prepare accurate and detailed records and reports.
6. Maintain valid Pennsylvania driver's license and safely operate a motor vehicle while carrying out assigned duties.

**WORKING CONDITIONS:**

Work is performed alone in a normal office environment with frequent interruptions, or in the field. Work requires frequent travel to farms and remote areas of the county. Work may be performed around hazardous machinery and substances such as farm equipment and manure. Some squatting and bending is required, as well as lifting objects up to 25 pounds. When in the field, uneven and rough terrain may be encountered, including during inclement weather where wet and slippery surfaces may be present. Work requires attendance at trainings and professional meetings and may require attendance at evening meetings.

**DISCLAIMER:**

Classification descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

**REPORTS TO:** Conservation District Manager

**FLSA STATUS:** Non-exempt

**DATE:** February 2022

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