

# Clarion Conservation District

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[www.clarionconservation.com](http://www.clarionconservation.com)



## Agriculture Specialist Position Announcement

The Clarion Conservation District Board of Directors will be accepting applications for the full-time position of the Agriculture Specialist until the position is filled. This position will lead the Clarion Conservation District's Agriculture Conservation Assistance Program (ACAP) and Nutrient Management (Act 38)/Manure Management (Chapter 91) programs in Clarion County. The primary responsibilities of this position include assisting agriculture operations with ACAP projects and providing technical assistance to ensure compliance with Act 38 and Chapter 91.

Job duties include, but are not limited to: writing and reviewing plans, maintaining certifications, providing technical assistance on best management practice design and installation, and offering instructional/educational training programs to various audiences. Duties will also include assisting land owners through all aspects of the ACAP program from application preparation through construction completion, working with the Local Advisory Group to develop local policy, filing reports, maintaining the online GIS Project mapper, and keeping accurate program financial records. The goal of this position is to improve soil health, water quality, and reduce non-point source pollution in local waters.

The successful candidate will either have a Bachelor's Degree in natural resource management, agriculture sciences, agronomy, environmental science, or related field, **or** equivalent job experience and training. The ideal candidate will have excellent communication and organization skills, agriculture background, project management experience, and knowledge of matters relevant to conservation and non-point source pollution and the environment. Applicants must possess a valid PA Driver's license for at least 3 years and provide their own transportation as needed. Applicants must pass a criminal background check and other pre-employment screenings.

The Agriculture Specialist's starting annual salary will be \$38,000 - 40,000 based on experience and education. The Clarion Conservation District offers a competitive benefit package including paid holidays, health/vision/dental/life insurance, a contributory retirement plan, and paid time off.

Please send resumes and cover letters to Tricia Mazik, District Manager, at [manager@clarionconservation.com](mailto:manager@clarionconservation.com).

*The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the District Board or its designee. The Clarion Conservation District is an Equal Opportunity Employer and considers all qualified candidates for employment without regard to race, color, religion, gender, national origin, ancestry, age, physical or mental disability, marital or veteran status, pregnancy or any other legally protected status. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the District.*

## **Clarion Conservation District**

### **Agriculture Specialist**

#### **Job Description**

##### **GENERAL DESCRIPTION**

The Agriculture Specialist is responsible for the successful implementation and full administration of the Agriculture Conservation Assistance Program (ACAP) and Act 38 Nutrient Management/Chapter 91 Manure Management Program, and protecting the soil and water resources of Clarion County. The position requires the person to possess or is willing to acquire knowledge of Pennsylvania's agriculture regulations and requirements.

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

- Bachelor's degree in natural resources management, agriculture sciences, agronomy, environmental science, or related field, or an equivalent combination of experience and training specific to agriculture.
- Ability to demonstrate job related project management skills.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively in person, and by phone, fax, and email.
- Ability to prepare reports and written correspondence.
- Ability to work outdoors and to negotiate uneven and rough terrain, including during inclement weather where wet and slippery surfaces are encountered.
- Required to provide transportation as necessary for fieldwork and meetings. Use of district vehicles may be available, or mileage will be reimbursed as approved by the district.
- Must have and maintain a valid PA Drivers License.
- Ability to maintain confidentiality regarding client information and records.
- Operates a variety of specialized/general equipment associated with work activities, which may include a printer, scanner, multimedia projector, digital camera, and GPS equipment.
- Must be able to obtain background clearances.

##### **SPECIFIC RESPONSIBILITIES**

- Act as the primary point of contact for producers, consultants, contractors, and state agency partners.
- Fully administering all aspects of the ACAP and Nutrient Management Programs.
- Prioritize operator inquiries and coordinate pre-application site visits for project overview.

- Upload and maintain project folders on shared drive; information will include site visits, Inventory & Evaluation (I&E) records, applications, and if approved, all contract information etc.
- Coordinate with consultants to assist with I&E development.
- Organize and present projects to the Local Advisory Group (LAG) for ranking and funding selection.
- Develop contracts, coordinate bidding, contract review and signing, and enter information into ACAP GIS program.
- Responsible for job cost tracking, budget estimation, and final cost approvals.
- Oversee all construction phases of projects; offer technical assistance to operators, and conduct regular inspections of ongoing work.
- Conduct final inspection and enter performance evaluation into ACAP GIS program.
- Must obtain and maintain Act 38 Public Nutrient Management certification.
- Respond to complaints in the timeframe established by the State Conservation Commission.
- Review nutrient management plans and maintain records through PracticeKeeper for all agriculture plans in Clarion County.
- Assist operators in the development of Chapter 91 Manure Management Plans and Agriculture Erosion and Sedimentation Control Plans.
- Provide technical assistance to farm operations to identify resource concerns and ensure compliance with applicable regulations.
- Work with District Manager to review project costs incurred.
- Compile information for quarterly reports (admin, tech assist, etc.) to be reviewed and submitted by District Manager.
- Maintain and update documents to remain current with local and state policies.
- Must be comfortable interacting with other agencies or groups with job related needs.
- Maintaining a daily log of all work activities including mileage and project documentation.
- Familiarization of the Erosion and Sediment Pollution Control Program in order to possess a working knowledge of state regulations.
- Attend trainings to maintain current knowledge and certifications for nutrient management programs.
- Assist the Environmental Educator on education and outreach projects to promote the ACAP program and Act 38/Chapter 91 regulations in Clarion County.
- Assist and participate in the annual Western PA Grazing Conference.
- Assist with all other District activities, including special evening and weekend events.

- Collaborate with other District staff and agency partners (NRCS, Penn State Extension, other districts, etc) on applicable projects.
- Attend and participate in staff meeting; present activity report to the District Board of Directors at monthly meetings; coordinate LAG meetings, and participate in any other necessary meetings which may occur during and after normal business hours.
- Prepare articles for website, newsletter, or annual report as requested.
- Participate in other district programs, or perform other duties as assigned by the Manager or Board.

### **WORKING CONDITIONS**

- The Agriculture Specialist is expected to work 37.5 hours per work, Monday through Friday from 8am – 4 pm with a ½ hour lunch. Adjustments to the work schedule shall be coordinated with and approved by the District Manager.
- Works indoors with adequate workspace among other District staff.
- Works outdoors in all weather conditions to accomplish the specific responsibilities of the ACAP/NM job.
- Travel to training sessions, meetings, or other events in personal vehicle if a District owned vehicles is not available.