

Berks County Conservation District Job Description

Job Title: AGRICULTURAL RESOURCE CONSERVATION SUPERVISOR

Department: BERKS COUNTY CONSERVATION DISTRICT (BCCD)

Reports To: Conservation District Executive or designee

FLSA Status: Salary non-exempt

Prepared By: Dean Druckenmiller, District Executive

Prepared Date: 07/31/15

Approved By: Berks County Conservation District Board of Directors

Approved Date: August 26, 2015

SUMMARY

The Agricultural Resource Conservation Supervisor/Coordinator Position (ARCS) is a middle management employee that will serve as the BCCD's agriculture team supervisor and will be part of the Conservation District's "Operations Team". Responsibilities include fulfilling existing program duties in addition to managing a core group of employees and respective programs and projects on the agricultural program side of operations as determined and established in the BCCD's annual goals and objectives and Strategic Plan. Duties include but not limited to: NFWF RCPP program initiatives, Chesapeake Bay, Manure and Nutrient management, CREP, REAP, Clean Streams Law and other state and federal farm conservation initiatives and environmental compliance regulations. This position reports to and is under the direction of the Conservation District Executive. Appropriate office dress code will be followed unless field inspections are necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

EDUCATION and EXPERIENCE

- Bachelor of Arts or Science Degree in Agriculture, Agronomy, Environmental Resources Management or related field or equivalent combination of experience, education and training.
- A minimum of 3-4 years of experience in the District's Agricultural Conservation Program.
- Must have a broad knowledge of the State Manure Management Law (Act 38) and the Clean Streams Law provisions affecting Agriculture and the ability to provide leadership and coordinate performance to accomplish all required outputs in the delegation agreement with the State Conservation Commission (SCC) through the PA DEP.
- Extensive experience working with the USDA, NRCS in development and implementation of conservation systems, which would include a marked proficiency of Natural Resource Conservation planning Techniques & Engineering Standards and Specifications.
- A minimum of 3 years of experience in the Team Leader position with supervisory, administrative and technical responsibilities is a plus.

LICENSING and SKILLS

- Must be expert with technical aspects of planning, design, implementation and construction oversight & certification of Conservation Best Management Practices (BMP's).
- Must have Conservation Planning Certificate and an Extensive Engineering Job Approval through NRCS, meeting PA Technical Guide Standards and Specifications.
- Efficient data collections through farm visits, county statistics and other sources to assist directors with prioritization and ranking of applications for financial assistance.

- Must be able to affectively promote the districts cooperator assistance program through public meetings, workshops and landowner contacts.
- Must possess Nutrient Management Act (NMA) Certifications.
- Proficiency of using algebra, geometry, and trigonometry calculations for conservation design and engineering of Best Management Practices.
- Expert familiarity with agronomy and the dynamics of farming and the County's agricultural community.
- Skilled proficiency in numerical and verbal reasoning.
- Propensity to read and interpret technical literature, engineering plans, blue prints and tables.
- Skilled proficiency to perceive mechanical, physical, and spatial relationships.
- Extensive knowledge of soils and the use of soil survey.
- Ability to work independently and as a member of the office team.
- Communicate effectively verbally and in writing to a wide range of individuals
- Knowledge and understanding of computer operation including Microsoft Word, Excel, Outlook, and Access.
- Knowledge and understanding of NRCS-USDA computer systems, Arc GIS and Toolkit programs and other necessary computer software applications.
- Able to operate equipment including digital cameras, audiovisual equipment, survey equipment and basic office equipment (copier, fax, telephone).
- Must possess a PA driver's license and have no major driving record incidents.

DUTIES

- Perform duties required as part of the NRCS RCPP.
- Coordinate compliance assistance and enforcement responsibilities related to the District's Ag Department delegation requirements for:
 - Act 38, Nutrient Management Program
 - Clean Streams Law, Chapters 91.36 (Manure Management) and 102 (Soil Erosion Controls)
- Assist the District Executive with overall administration of the District's agricultural program including the Chesapeake Bay Program.
- Perform and supervise others performing conservation planning and nutrient management plan reviews and recommend appropriate action be taken by the district board.
- Guide the development and implementation of updated methods and procedures of program operation and computer record keeping.
- Supervise Ag Team implementation of the Board of Directors directives concerning the Resource Enhancement and Protection (REAP) program
- Complete weekly activity sheet, monthly activity reports for the board and other required plan and project schedules.
- Direct the preparation of required reports and data for submission to DEP, NRCS or other agencies.
- Supervise and assist E&S team members with Ag complaint assessment procedures per Ag Complaint Handling Guidelines. Refer sites to the District Executive when voluntary compliance efforts are exhausted.
- Promote program participation of landowners with critical nutrient management, soil erosion, and animal waste management problems.

- Provide direction, training and supervision to the District Ag Team in cooperation with the Supervisory District Conservationist of USDA, Natural Resources Conservation Service and the District Executive.
- Assist in annual employee performance evaluations as well as quarterly performance reviews for team members in consultation with the District Executive.
- Provide program assistance and conservation planning for other state and federal ag programs.
- Advise staff throughout the implementation of nutrient management plan and BMP installation process.
- Perform annual status reviews and necessary contract revisions of program cooperators.
- Develop and conduct public educational programs, projects and demonstrations
- Develop and regularly update the District's Ag Outreach and Education Plan.
- Promote Ag compliance outreach and education through personal contacts, group meetings, mailings, tours, field days, and use of available media sources.
- Work with local, County, State, Federal agencies and elected officials with program issues related to Agricultural compliance and Environmental regulations.
- Advise staff as they coordinate the Clean Water Farm Awards program with Resource Conservation Specialists.
- Coordinate with PA, DEP, Nutrient Specialist regarding program reporting and tracking.
- Attend technical training to update and maintain required skills and abilities.
- Maintain Ag Conservation Technician (ACT) agreement with State Conservation Commission.
- Incorporate PA DEP program changes into daily operations.
- Attend training sessions, regional and state meetings and board meetings as assigned.
- Communicate and look for opportunities to develop working partnerships with cooperating agency personnel and functions.
- Seek out grant opportunities, apply for and administer special project grants related to nutrient management and resource conservation.
- Assist the district office with special events as requested such as Envirothon, Displays, Seedling Sales, etc. Serve on committees as assigned.
- Participates in continuing educational programs.
- Maintain an Individual Development Plan to provide skill development, enhancement and guide training needs.
- Works beyond normal working hours and on weekends when necessary.
- Attend monthly Conservation District's Board of Director's meetings to report on Ag program activities.
- Other reasonable duties as assigned by Supervisor.

SUPERVISORY RESPONSIBILITIES

- Attends and contributes to all staff and Operations Team meetings.
- Recommends assigned staff scheduling and workload distribution.
- Identifies and recommends workload that would go to the next management level.
- Identifies staff professional development needs and assist with developing Individual Development Plans.
- Conducts annual staff performance appraisals.

- Procures funds through grant writing and other applicable processes;
- Coordinates administrative activities for programs and projects;
- Recommends actions regarding approvals of contracts and payments for programs and projects;
- Completes program reports and fund reimbursement requests by set deadlines;
- Reviews project and program budgets;
- Consistently performs existing job duties as previously assigned.
- Maintains daily activity log, attend monthly district meetings as needed and report monthly activities and accomplishments to the District Executive;
- Maintains files on all program or project activities under this responsibility, and subsequent correspondence;
- Responsible for timeline/ time constraints as identified by the District Board and District Executive.
- Assists with other district programs as assigned.

QUALIFICATIONS

- Knowledge of matters pertinent to the Conservation District and County operations.
- Ability to work independently with minimum supervision;
- Ability to procure funds through grant writing and grant administration;
- Knowledge of basic computer operations and selected office and resource management/software packages;
- Knowledge of matters pertinent to conservation, environmental education and the environment;
- Knowledge of basic laboratory procedures protocols and water testing equipment.
- Knowledge of procedures and protocols for water sampling in the field and for laboratory analysis.

EDUCATION and/or EXPERIENCE

- Bachelor of Science degree in Agronomy, biology, environmental science or a Bachelor of Science degree in a natural resource field with an emphasis natural resource planning.
- Demonstrated administrative and leadership skills.

LANGUAGE SKILLS

- Must speak fluent, clear English and write the language and have the ability to communicate effectively with staff, along with a wide range of individuals and organizations.

MATHEMATICAL SKILLS

Ability to prepare budgets, reimbursement forms and other math related skills at least at the geometry level.

REASONING ABILITY

- Work assignments are made in terms of objectives to be achieved often without explicit instruction as to work methods;
- The ARCS oversees project work groups and maintains a daily log to fulfill the requirements of the funding agencies;

- The ARCS schedules own time except where specific assignments are made by District Executive or his/her designated representative;
- Takes the initiative in keeping the District Executive or representative informed on matters relevant to planning, scheduling, priorities, areas of concern or problems of any nature, and public relations;
- The ARCS has the responsibility for scheduling and carrying out the objectives to meet the District's goals in their areas of assignment;
- Actively participates in the development of plans, schedules and activities;
- Will independently resolve technical problems involving concepts and methods for which the Conservation District provides guidance;
- Shall be thoroughly acquainted with all conservation practices used in the areas of assignment and be able to work under minimum supervision;
- Jointly reviews on a regular basis with the District Executive and Board of Directors, the status of active projects and identifies potential future projects;
- Develops own short-term schedules for follow-up activities required of projects.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain a valid PA driver's license, the ARCS will be required to provide own transportation as necessary for field work and meetings.

PHYSICAL DEMANDS

Ability to physically perform the duties of the position without an accommodation. Must be able to traverse rough terrain in natural areas and on construction sites. From time to time, completion of duties will require outside work in inclement weather conditions.

WORK ENVIRONMENT

The Conservation District office provides a professional work environment. The nature of this job consists of both office and field work. This includes neatness of individual work space. All employees are required to maintain a neat work area and care is to be given to all equipment including rolling stock that is within the employee's program area. The employee is also expected to maintain appropriate standards of dress, grooming and personal cleanliness. The ARCS shall constantly assess and recommend staff workspace needs and neatness.