

# Help Wanted

***The Susquehanna County Conservation District  
is seeking applications for a  
Chesapeake Bay Specialist***

**Resumes will be accepted until September 21<sup>st</sup>, 2018 at 4:30PM**

**A complete job description can be viewed at**

**[www.suscondistrict.org](http://www.suscondistrict.org)**

**40 hours per week / \$13.50 per hour**

**All resumes must be in a sealed envelope to**

**SCCD, 88 Chenango Street, Montrose, PA 18801**

**or emailed to [soil@suscondistrict.org](mailto:soil@suscondistrict.org)**

# Susquehanna County Conservation District Job Description

Title: **Agricultural Conservation Specialist/Chesapeake Bay Technician**  
Classification: **Full time, Non-exempt**

Updated: **June 2013**

---

## **PURPOSE**

The purpose of this position is to coordinate and apply the necessary resources, programs and funding sources available to implement the Susquehanna County Chesapeake Bay Implementation Strategy. The Agricultural Conservation Specialist/Chesapeake Bay Technician is accountable directly to the District Manager.

## **GOAL**

The goal of this position is to develop, update, and implement the Susquehanna County Chesapeake Bay Implementation Plan. This position requires an individual with impetus to establish a working relationship with county landowners with the goal of improving water quality in Susquehanna County and the Chesapeake Bay.

---

## **JOB DUTIES AND RESPONSIBILITIES:**

### **Agricultural Conservation Specialist/Chesapeake Bay Technician**

This position is an annual contracted program between the Pennsylvania Department of Environmental Protection's (DEP) Chesapeake Bay Program and the SCCD. The technician's responsibilities require both field and office time as necessitated to educate and assist landowners in the implementation of proper BMP's to increase the level of accountability and accelerate implementation of the Chesapeake Bay Program (CBP). Preparation of appropriate reports, applications, and educational materials are required. This position also assists in the implementation of the Nutrient Management Program and the Farmland Preservation Program.

#### Essential Job Functions:

Administer the Chesapeake Bay Tributary Strategy Program by:

#### ***Working with landowners:***

- Informing them of their responsibilities regarding Agricultural compliance issues
- Educating them on the goals as set forth by The Chesapeake Bay Program
- Providing assistance in the planning and accomplishment of those goals
- Conducting education and training on cover crops and no-till practices and Agricultural BMPs
- Assisting them with the interpretation and implementation of the Manure Management Manual, including training and support to help them write their own Manure Management Plan
- Assisting with the collection of manure and soil samples for analysis and subsequent interpretation
- Educating them on the requirements of Chapter 102 Agricultural Erosion and Sedimentation requirements

#### ***Conducting the administrative requirements of the CBP:***

- Coordinate and attend Susquehanna County Chesapeake Bay Committee meetings for input into projects and overall direction of the program.
- Update the County Implementation Plan, at least annually, to ensure it is consistently addressing Susquehanna County's most pressing water quality impacts
- Administer all special project grant funds received to implement the Susquehanna County Chesapeake Bay Watershed Implementation Plan (WIP)
- Maintain all required record keeping related to the Chesapeake Bay Program, including annual requests for project funding and payment requests to landowners

- Conduct annual follow-up reviews with contracted landowners to assure that planned BMPs have been installed on schedule; that any necessary contract revisions have been made; and that previously installed BMPs are being maintained.
- Attend and participate at Chesapeake Bay Program coordination meetings sponsored by PA DEP and USDA/NRCS
- Assist in the preparation of Quarterly reports

**Additional CBP and BMP related duties**

- Write and submit grants to funding sources outside the Chesapeake Bay Tributary Strategy Program to fund BMPs and BMP programs to address Susquehanna County County’s water quality impacts.
- Seek out and identify potential landowners for participation in BMP programs to address Susquehanna County County’s water quality impacts.
- 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.
- Upon necessary training, assist with construction inspection and installation of Ag BMPs

**Create public awareness of the Susquehanna County Chesapeake Bay Tributary Strategy:**

- Enhance the confidence and cooperation of the public through education and outreach.
- Assist in the organization and arrangement of educational meetings, tours, field days, demonstration projects and other forms of public outreach which promotes nutrient management and erosion control
- Pursue a working relationship and coordinate with agencies such as; DEP, NRCS, Penn State Cooperative Extension, Farm Service Agency, County Departments, Municipalities, Local Environmental Groups, etc. to more effectively implement the Susquehanna County Chesapeake Bay County Implementation Plan (CIP).
- Prepare and distribute educational materials and make presentations which promote the Conservation District programs to individuals, groups, schools and other organizations

**Ag Land Preservation Program**

- Administer the Susquehanna County Ag Land Program in accordance with the County approved Ag Land Preservation Easement Purchase program policy manual
- Issue reports to the Susquehanna County Agricultural Land Preservation Board

**ADDITIONAL JOB FUNCTIONS**

The Agricultural Conservation Specialist/Chesapeake Bay Conservation Technician will perform additional job functions such as, but not limited to:

- Maintaining a daily record of time spent in all work activities
- Completing accurate quarterly reports for all programs in which the Specialist/Technician is responsible
- Complete monthly board reports for submittal to the Susquehanna County Conservation District Board of Directors and the Department of Environmental Protection.
- Assist with other Susquehanna County Conservation District sponsored activities and programs as deemed necessary by the District Manager
- Gain and maintain technical knowledge by attending all applicable training and certification programs required to gain proficiency as a Nutrient Management Technician
- Acquire provisional PA certification to review and write Nutrient Management plans within initial year of hiring date, achieve final certification by the end 3 years of employment
- Comply with the SCCD personnel policy

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to decide the time, place and sequence of operations within a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives

- Skill in working with the public. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations. Ability to communicate effectively, both orally and in writing. Ability to listen and be objective. Ability to develop and maintain relationships.
- Ability to utilize design data and information such as high-tech manuals, administrative procedures manuals, construction standards and specifications and educational curricula
- knowledge of computer word processing, database, spreadsheet and desktop publishing software and ability to operate computers
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing, ability to traverse uneven, rough terrain even in wet and slippery conditions, ability to lift, carry, push and pull, to stoop, kneel, crouch and crawl.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc. associated with objects, materials and ingredients
- Ability to work under mildly unsafe and uncomfortable conditions, in regard to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, disease, insects and /or dust.
- Ability to travel overnight and/or multi-day, when necessary to attend functions related to training, conservation, natural resources or environment, or any functions for the greater good of the Conservation District.
- Possession of a valid State driver's license with the ability to safely operate a motor vehicle.

#### **MINIMUM QUALIFICATIONS**

- Associate Degree in Agronomy, Biology, Environmental Resource Management, or a related field
- Or any equivalent combination of training and experience that provides equivalent knowledge, skills, and abilities that directly relate to the criteria listed in this job description
- Or 4 years of equivalent experience directly relating to the criteria listed in this job description

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Susquehanna Conservation District will be based on merit, qualifications, and abilities. Susquehanna Conservation District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin (Title VII of the Civil Rights Act of 1964, as amended; Equal Employment Opportunity of 1972; Equal Pay Act of 1963), age (Age Discrimination in Employment Act of 1967, as amended), disability (American Disability Act of 1990), military obligations (Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Section 7309 of the Military Code of 1975, P.L. 233, No. 92 as amended, 51 Pa. C.S. §7309), or any other characteristic protected by law (Pennsylvania Human Relations Act of 1955, as amended) (Bohlander, Snell, Sherman, 2001, p.47).*

*This 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 requested by their supervisor.*

*The Susquehanna County Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SCCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*