

## **Northern Neck Soil & Water Conservation District**

### **Job Description**

#### **Conservation Specialist**

The Conservation Specialist is an employee of the Northern Neck Soil & Water Conservation District and is responsible to the District Managers in carrying out the directives of the District Board of Directors. The District is responsible for employment, separation, fixing range of duties and hours of work, rate of pay and allowances, paying employees and establishing any other requirements associated with an employer-employee relationship.

This position will focus on implementation, education, promotion and processing applications for the Virginia Ag BMP Cost-Share Program and improvement of soil and water quality within the District. This position is classified as exempt under the Fair Labor Standards Act.

#### **Duties and Responsibilities:**

- 1) Promotion, administration, and implementation of the Virginia Ag BMP Cost-Share Program. Provide follow up to determine practice implementation compliance.
- 2) Identify soil and water quality concerns within the District and schedule field visits with landowners and/or operators to address issues to resolve erosion, sediment, and nutrient problems.
- 3) Promote BMPs to all citizens of the District through educational events. Develop articles for media publications that will explain, clarify, or broaden public knowledge and awareness of soil water quality.
- 4) Provide technical assistance to farmers, landowners, homeowners, citizen groups, partner agencies, local government, and non-governmental organizations.
- 5) Provide assistance and obtain job approval authority in survey and inspection of BMP practice installation.
- 6) Utilize computer software to develop and maintain Conservation Plans, review Nutrient and Resource Management Plans, and to track and report BMPs.
- 7) Promote and assist with the management of the District Conservation Equipment rental programs.
- 8) Assist with education and information programs as outlined in the Annual Plan of Work and Strategic Plan.
- 9) Actively pursue opportunities for expanding soil and water quality programs.
- 10) Attend monthly Board meetings and provide monthly report to Board of Directors.
- 11) Provide input into the development of the District's Annual Report, Annual Plan of Work, and Strategic Plan.
- 12) Participate, when deemed appropriate, in trainings that will promote proficiency in the planning and application of soil and water quality conservation principles, theories and practices.
- 13) Develop and maintain effective working relations with partner agencies, local, state, and federal government agencies, and non-governmental organizations.
- 14) Perform other duties as assigned by the District Managers and District Board of Directors.

**Abilities, Skills and Knowledge:**

- knowledge of theories, principles, concepts and methodologies of soil and water conservation, planning and applying BMP's
- schedule office work in the most effective and efficient manner to meet deadlines
- correctly interpret and apply policies and procedures
- utilize computer skills and learn/use new programs
- communicate effectively both orally and in writing
- maintain effective working relationships with others in a team environment
- work with and coordinate activities with other agencies, organizations and government units

**Education and Experience:**

The Conservation Specialist shall have a B.S. degree in agriculture/natural resources field or related experience. Certification as a Nutrient Management Planner must be obtained within a reasonable period of time taking into consideration the experience requirements established.

**Criminal History Background Check:**

Applicants must be willing to complete a background check and be fingerprinted.