

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

### **Job Description**

#### **Non-Point Source Specialist**

The Non-Point Source Specialist is an employee of the Northern Neck Soil & Water Conservation District and is responsible to the District Manager in carrying out the directives of the Board. The Board 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 the following areas: 1) assisting with the promotion/processing of nutrient, sediment, and storm water reduction practices on all land in the Northern Neck, 2) seeking new funding opportunities; and 3) providing administrative support and data management for NNSWCD programs. This position is classified as exempt under the Fair Labor Standards Act.

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

- 1) Assist with the promotion, administration, and implementation of the Virginia Agricultural Best Management Practices (BMP) Cost Share Program, Virginia Conservation Assistance Program (VCAP), and the Virginia E&S and Stormwater 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 and water quality.
- 4) Provide technical assistance to farmers, landowners, homeowners, citizen groups, partner agencies, local government, and non-governmental organizations.
- 5) Provide technical assistance to localities on the implementation of storm water management and Low Impact Development (LID) methods that will reduce nutrient, sediment, and water volume discharge from non-agricultural land.
- 6) Utilize computer software to review Conservation Plans, develop and maintain E&S Plans, and to track and report BMPs.
- 7) Actively pursue funding and grant opportunities for the implementation and training of Low Impact Development and Storm Water Management methods.
- 8) Provide administrative support, preparing plans and reports as requested.
- 9) Assist with education and information programs as outlined in the Annual Plan of Work and Strategic Plan.
- 10) Assist and provide input, as deemed necessary, in the development and implementation of Chesapeake Bay Programs.
- 11) Promote and assist with the management of the District Conservation Equipment rental programs.
- 12) Assist with the planning, preparation, attendance, and recordation of monthly Board Meetings and other meetings hosted by the district.

- 13) Assist with the development of the District's Annual Report, Annual Plan of Work, and Strategic Plan.
- 14) 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.
- 15) Develop and maintain effective working relations with partner agencies, local, state, and federal government agencies, and non-governmental organizations.
- 16) 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
- ability to seek opportunities for funding and develop grant submissions
- ability to help coordinate and conduct public meetings and workshops
- 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 – proficiency in Microsoft Office Professional Suite
- communicate effectively both orally and in writing, e.g., writing grants and making oral presentations
- maintain effective working relationships with others
- work with and coordinate activities with other agencies, organizations and government units

**Education and Experience:**

The Non-Point Source Specialist shall have a B.S. degree or related experience in natural resources and/or grant writing. Certification as an E&S Plan Reviewer and/or Stormwater Management Plan Reviewer may be obtained within a reasonable period of time taking into consideration the experience requirements established and funding availability.

**Criminal History Background Check:**

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