

Tidewater SWCD
Conservation/Education Specialist Job Description
FY 18-19

Approved By District Board: May 31, 2018

This position is classified as exempt under the Fair Labor Standards Act.

Job Conservation/Education Specialist

General Description of Work: This position is responsible for performing professional and technical work relative to administering the Virginia Agricultural Cost Share Best Management Program; provides technical assistance in carrying out implementation plans; performs on-site inspections to determine feasibility of conservation measures in the urban and agricultural community. Work is performed under the general supervision of the Tidewater SWCD Board of Directors with direct supervision by the District Manager. When necessary technical guidance is provided by NRCS District Conservationist.

Duties:

- Administers the Virginia Agriculture Cost Share BMP Program and other conservation programs by ensuring program applications meet guidelines and requirements, provides technical assistance, prepares disbursements according to Desktop Procedures for District Fiscal Operations and maintains proper documentation. Actively participates in producer meetings, partner agency trainings, and field days.
- Administers the Virginia Conservation Assistance Program.
- Promotes and delivers education activities such as Clean Water Farm Award Program, College Scholarships, Youth Conservation Camp, Envirothon, Poster Contest, Annual Awards Banquet, and other related programs. Provides community and school and educational programs.
- Attends and prepares a written report at Board meetings. Coordinates and supports District committees and activities.
Attends in service training and partner workshops to acquire and maintain necessary certifications
- Prepares media releases, news articles, and district newsletter. Provides public outreach programs and activities.
- Makes annual budget request presentation to the Gloucester, Mathews, and Middlesex Board of Supervisors. Assistance will be provided by Staff and Board of Directors.
- Assists District Manager and District Board with preparation of Annual Plan of Work, Annual Report, Budget, Strategic Plan, and District Newsletter. Assists with accomplishing goals as outlined in the Annual Plan of Work and Strategic Plan.
- Develops and maintains working relationships with local, state, and federal agencies.
- Responsible for the monitoring and obtaining routine maintenance and repair of the vehicle.
- All grant proposals must be reviewed and approved by the District Board or District Manager prior to any work being completed.
- Perform other duties as assigned by the District Board and District Manager. Assigns duties to Conservation Office Assistant when appropriate with open communication with the District Manager.

Special Requirements:

- Possession of valid Virginia driver's license and demonstrate a safe driving record.
- Complete and pass a criminal background check.
- Obtain a NRCS Linkpass.
- Become a NRCS Certified Conservation Planner by three years from date of hire.

Knowledge, Skills and Abilities:

- Knowledge of theories, principals, and methodologies of soil and natural resources conservation.
- Strong computer and math skills.

- Competent in using Microsoft Office and Outlook applications and other computer programs/databases required by the position.
- Communicates effectively orally and in writing.
- Works independently, efficiently, and multitasks.
- Maintains effective working relationships in a team environment.
- Able to occasionally work evening or weekend hours and occasional **travel** out of town for **trainings** and meetings, sometimes overnight.

Education and Experience:

- Bachelor's degree in a field related to agriculture natural resources, environmental studies and/or equivalent experience.

Physical Requirements:

- Work is subject to inside and outside environmental conditions. Tasks may involve walking over difficult terrain, lifting and carrying moderate weight (25lbs.) and exposure to adverse weather conditions.