



PEOPLE • CONSERVATION • RESOURCES

1206 Ag Center Drive, Pottsville, PA 17901-8732
Phone: (570) 622-3742, ex. 5
Email: schuylcd@co.schuylkill.pa.us
Website: www.schuylkillcd.com

JOB POSTING

Department:	Schuylkill Conservation District
Job Title:	Agricultural Program Coordinator
Location:	1206 Ag Center Drive, Pottsville, PA
Pay Rate:	Range 6 (\$29,944 - \$58,341)
Work Hours:	40 hrs/week
Type of Employment:	Non-exempt
Duties:	See Job Description attached

How to apply:

Interested employees who possess the necessary qualifications as listed on the job description should send a letter of interest and updated resume to the Schuylkill County Human Resources Department.

OFFICE OF HUMAN RESOURCES
SCHUYLKILL COUNTY COURTHOUSE
401 N. 2ND STREET
POTTSVILLE PA 17901-2528
Phone – 570-628-1214
Fax – 570-628-1109
Heather Garrity, HR Specialist
hgarrity@co.schuylkill.pa.us

The Schuylkill Conservation District protects and restores the county's natural resources through education, cooperation, guidance, and technical assistance that promotes wise stewardship, responsible development, and sustainability.

SCHUYLKILL COUNTY CLASSIFICATION DESCRIPTION

JOB TITLE: Agricultural Program Coordinator

DEPARTMENT: Schuylkill Conservation District

GENERAL SUMMARY: The primary responsibilities of this position are to manage programs that provide important technical and financial resources to help protect and improve farmland, including the Agricultural Conservation Technical (ACT) Assistance Program, the Agricultural Conservation Assistance Program (ACAP) and the Schuylkill County Farmland Preservation Program.

Duties include connecting with farmers and assessing their conservation needs, informing producers about state and federal programs and encouraging their participation, overseeing eligibility and reviewing applications for programs, maintaining required reporting, attending governmental and other relevant meetings, and supporting the Schuylkill County Agricultural Lands Preservation Board.

POSITION DUTIES AND RESPONSIBILITIES

Farmland Preservation Program (40 percent FTE):

- Processing applications, scoring and ranking applicants, commissioning appraisals and guiding through the offer process.
- Working with farms that have accepted an offer on all the paperwork and materials required to receive approval from the State Board.
- Supporting the Schuylkill County Agricultural Lands Preservation Board by attending meetings, giving updates, taking minutes and setting the agenda alongside the Board Chair.
- Inspecting each preserved farm on a bi-annual basis to ensure program compliance and assess farmer technical assistance needs.
- Developing an annual program budget in concert with District Manager.
- Promote the program via press releases and other media.
- Maintaining program records as required by the state and updating maps and data sets of all preserved farms.

Agricultural Conservation Programs (50 percent FTE):

- Implement the Agricultural Conservation Assistance Program (ACAP) and Schuylkill Chesapeake Bay Countywide Action Plan (CAP) for the implementation and construction of best management practices (BMPs) on eligible farms.
- Coordinate with NRCS to evaluate agricultural operations to identify recommended best management practices (BMPs).
- Oversee outreach and education and assist farmers with understanding the program guidelines.
- Review and approve applications along with District and NRCS staff.

- Manage awarded contracts and inspect completed projects before approving final payments.
- Administer funds and submit project and expense quarterly reports.

Agricultural Conservation Technical Assistance (ACT) Program (10 percent FTE):

- Assist farms in understanding their obligations under PA Chapter 102, Manure Management and Nutrient Management laws.
- Advance District partnerships with cooperating agencies and partners.
- Perform education and outreach activities to inform farmers about conservation best practices and available funding opportunities.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Degree in agriculture, agronomy, environmental studies, natural resource management, engineering or similar area of study, or a commensurate amount of work experience.
- Basic knowledge of soil and water conservation issues, best management practices (BMPs), and applicable local, state, and federal laws, rules and regulations. Additional training in state and federal programs will be provided by SCD and partners.
- Ability to read and interpret administrative procedures manuals, technical literature, and topographic maps.
- Excellent project management skills, ability to plan, implement and oversee all phases of a project from planning through final reporting.
- Excellent interpersonal skills and ability to communicate effectively with a wide range of individuals and groups, both verbally and in writing.
- Knowledge of computer word processing, spreadsheets, and databases and the ability to operate computers.
- Maintain all appropriate records for all grants and delegated programs including quarterly reporting and reimbursement requests.
- Assist with demonstration projects, field days, workshops and tours.
- Assist other District staff with projects and programs as needed, including Envirothon, training events, workshops, field days and other educational activities.
- Provide administrative construction oversight on projects, some which may include bidding and prevailing wage in accordance with state law.
- Possess a valid driver's license and safely operate motor vehicles while carrying out assigned duties.
- Other duties as assigned.

WORKING CONDITIONS:

Work is performed alone in a normal office environment with frequent interruptions, or in the field. Work requires frequent travel to farms and remote areas of the county. Work may be performed around hazardous machinery and substances such as farm equipment and manure. Some squatting and bending is required, as well as lifting objects up to 25 pounds. When in the field, uneven and rough terrain may be encountered, including during inclement weather where wet and slippery surfaces may be present.

Work requires attendance at trainings and professional meetings and may require attendance at evening meetings.

DISCLAIMER:

Classification descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Conservation District Manager

FLSA STATUS: Non-exempt

DATE: August 2023