Vacancy Announcement:

Nutrient Management/Chesapeake Bay Program Specialist

The Huntingdon County Conservation District is looking for candidates to fill a full time position as the Nutrient Management/Chesapeake Bay Program specialist. The position requires both office and field work. Candidates for the position should review the full job description prior to applying.

Salary: $33,000 - $35,000, commensurate with education and experience.

How to Apply: Interested candidates must submit a cover letter, resume, and application to the HCCD office. All application materials must be received by October 19, 2018.

Huntingdon County Conservation District

10605 Raystown Road – Suite A

Huntingdon, PA 16652

admin@huntingdonconservation.org

**Interviews for selected applicants will be held on October 29, 2018.**



JOB DESCRIPTION

Nutrient Management/Chesapeake Bay Program Specialist

**RESPONSIBILITIES:** To perform this job successfully, an individual must be able to satisfactorily perform duties within the following programs that include but are not limited to:

1. Nutrient/Manure Management Program
	1. Review nutrient management plans and assist agricultural producers with manure management planning
	2. Conduct nutrient management status reviews by visiting farms to ensure compliance with record keeping and environmental conditions on the farm
	3. Communicate with county farmers about their environmental responsibilities via one-on-one site visits, phone calls, and occasional mailings
	4. Participate in outreach activities such as field days and winter farmer’s meetings
2. Chesapeake Bay Program
	1. Conduct educational outreach visits and farm inspections for compliance with state regulations
	2. Promote agricultural conservation programs through a variety of means, including personal contact, group meetings, mailings, field days, exhibits, demonstration projects, etc.
	3. Assist USDA agencies with program implementation and site investigations and evaluations
	4. Assist with best management practice survey, design and construction checks
	5. Conduct complaint response and investigation
	6. Utilize grant writing skills to help fund implementation of proposed conservation projects

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

* Knowledge of soils, hydrology, land use, geography, ecology and a Bachelor Degree or equivalent experience in Agronomy, Agriculture, Natural Sciences, Environmental Resources Management, Environmental Science, Agricultural Engineering, or closely related environmental field
* Excellent verbal communication skills and customer service skills. Grant writing skills preferred
* Must be able to perform routine duties without direct supervision both in an office and field setting. Excellent organizational skills and ability to manage multiple projects
* Experience in Microsoft Programs and digital mapping programs
* Knowledge of state regulations, policies and guidelines as they relate to agricultural programs preferred
* Obtain nutrient management specialist certification within one year of employment and maintain certification throughout employment

**PHYSICAL DEMANDS**: This position requires walking and traversing all types of terrain in all weather conditions, occasional lifting up to 25 pounds, and occasional climbing.

**ACCOUNTABILITY:** The Nutrient Management/Chesapeake Bay Specialist reports directly to the District Manager and ultimately to the HCCD Board of Directors.

**ADDITIONAL REQUIREMENTS:** Possess a valid motor vehicle operator’s license. Personal vehicle use is required and will be reimbursed at the applicable state rate.

**Other duties performed as assigned. The Huntingdon County Conservation District reserves the right to add or change the duties of this job description at any time.**

*AN EQUAL OPPORTUNITY EMPLOYER*

Updated 10/4/18

**Employment Application**

**Applicant Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | *Last* | *First* | *M.I.* |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | *Street Address* | *Apartment/Unit #* |

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| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *State* | *ZIP Code* |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

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| --- | --- | --- | --- |
| Position Applied for: |  | Date Available: |  |

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| --- | --- | --- | --- | --- | --- |
| Are you a US citizen? | YES[ ]  | NO[ ]  | If “no”, are you authorized to work in the US? | YES[ ]  | NO[ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a valid driver’s license? | YES[ ]  | NO[ ]  |  |  |

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| --- | --- | --- |
| Have you ever been convicted of a crime? “Crime” means all felonies and misdemeanors, including serious driving offenses, e.g. DWI/DUI and reckless driving, but does not include minor traffic offenses or other summary offenses. | YES[ ]  | NO[ ]  |

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| If “yes”, explain. Prior conviction will not automatically bar an applicant from employment. |
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**Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | SCHOOL NAME | ADDRESS | NUMBER OF YEARS ATTENDED | MAJOR/DEGREE | DIPLOMAYes or No |
| HIGH SCHOOL |  |  |  |  | YES[ ]  | NO[ ]  |
| COLLEGE |  |  |  |  | YES[ ]  | NO[ ]  |
| OTHER |  |  |  |  | YES[ ]  | NO[ ]  |

**References**

*Please list three professional and/or personal references.*

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| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |

**Previous Employment**

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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |

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| Responsibilities | **:**  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |

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| Responsibilities  |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
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**Previous Employment (Continued)**

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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |

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| Responsibilities |  |

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| From: |  | To: |  | Reason for Leaving: |  |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

**Military Service**

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| Branch: |  | From: |  | To: |  |

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| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

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| --- | --- |
| If other than honorable, explain: |  |
| *Dishonorable discharge or general discharge is not the absolute bar to employment and other factors will affect the final decision.* |

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Additional Information(Optional)**

Please note any other information related to or unrelated to the job description for this position that my help the Conservation District evaluate your suitability for this job. (Farm background, educational course work, personal accomplishments, skills or hobbies, etc.)

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*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at HCCD will be based on merit, qualifications, and abilities. HCCD does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, sexual orientation, or marital or family status.*