

Henricopolis SWCD Conservation Specialist

Duties and Responsibilities

This position may be filled as an entry-level position and incumbent will be required to develop proficiencies in the following duties and responsibilities:

- Promotes and manages all aspects of the [BMP Cost-Share](#) program in accordance with the current year manual and District goals and priorities, and ensures cost-share allocations are being expended in accordance with the priority and secondary considerations and according to administrative guidance published in the current manual.
- Develops soil and water quality conservation plans and markets these plans in the agricultural community.
- Prepares, maintains, verifies and retains all documents and records according to the current year manual (paper and electronic documentation).
- Verifies and documents cost-share allocations are being spent as approved and in accordance with program priorities and administrative guidelines specified in the current year administrative manual.
- Coordinates the evaluation of BMP Cost-Share applications, serves as resource to the District Board and Committees providing necessary information about applications and applicants to enable the Board to approve and allocate available funds to identified high priority BMP practices with the best outcome yields in the most cost effective manner.
- Cultivates strategic relationships with District agricultural landowners and operators, includes recruiting participants for the BMP Cost-Share, Conservation Reserve Enhancement Program, Virginia Agricultural BMP Revolving Loan Program, and Small Business Environmental Assistance Fund Loan Program.
- Assists the District Manager with the development of programs and presentations addressing urban conservation and best management practices.
- Develops urban soil and water quality conservation plans and markets these plans in the suburban community.
- Cultivates strategic relationships with suburban homeowners, homeowner associations, developers and other suburban land owners and manager to encourage the use of urban best management practices.
- Serves as the District's liaison with community partners and stakeholders and includes administering assigned programs, serving as primary technical resource, researching and assisting with the resolution of related issues.
- Maintains effective working relationships with District directors and staff, county staff, partner agencies (local, state and federal), other organizations' staff, other SWCD agencies, and community stakeholders and partners.
- Handles assigned conservation programs and projects as assigned, may include responsibilities from developing concepts to implementation and giving public presentations.
- Develops and/or delivers outreach programs addressing conservation issues and best management practices.
- Attends and participates in monthly and called HSWCD meetings as well as special meetings outside the District as requested by the District Manager or Board (e.g. training) and serves on District committees as assigned.
- Performs other duties as assigned.

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Required Knowledge, Skills and Abilities

This position may be filled as an entry-level position and incumbent will be required to possess or develop the following skills and competencies:

- Knowledge and basic understanding of agriculture and rural land use management and BMP.
- Knowledge and basic understanding of urban development and urban land use issues and urban BMP.
- Knowledge and basic understanding of storm water management issues and BMP.
- Environmental awareness and understanding of soil and water conservation issues.
- Knowledge of geography, cartography and topography, including use of maps and ArcGIS.
- Knowledge and basic understanding of applicable local, state and federal conservation and land use regulations.
- Good computer skills with the ability to use common programs, including Word, PowerPoint, ArcGIS, Excel and Internet navigation, and ability to learn/use new programs and systems.
- Basic accounting skills sufficient to maintain appropriate program and outreach efforts records, prepare related documentation and reports, and ensure compliance with funding source requirements.
- Communicates effectively both orally and in writing with ability to develop and present public presentations.
- Interpersonal skills inherent in establishing and maintaining effective working relationships with a diverse audience of stakeholders in the community, other SWCD agencies, other partner agencies, regulatory agencies at the local, state and federal levels, and with District staff, Board and Committee members.
- Ability to multi-task with excellent customer service skills, time management and problem solving skills.
- Physical ability to perform tasks involving frequent walking over difficult terrain, lifting and carrying moderate weight (25 lbs.), and exposure to adverse weather conditions. Assigned duties require mental, auditory and visual acuity for alertness to avoid potentially hazardous conditions.
- Must have a valid Virginia driver's license and must be willing to provide his or her own transportation on the job if District vehicles are not available. (Mileage will be reimbursed at the current mileage rate.)
- Must be able to work a flexible work schedule to attend programs, events, meetings and other activities as required that may be outside of normal working hours. Position is eligible to earn compensatory time.

Minimum Education and Experience

- Possession of a bachelor's degree in a relevant field of study with courses completed in environmental science, agriculture, or natural resources/conservation.
- Previous relevant work, internship, or volunteer experience in agriculture, natural resources, conservation, environmental management, outreach, or program (or project) management preferred.

Or: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Other Requirements

- Must be willing to submit to a criminal background check.
- Must have and maintain a valid driver's license and a good driving record as verified by the VA DMV.
- Must have or attain USDA NRCS Conservation Planner and DCR Nutrient Management Planner certifications within 24 months of hire date.