

**POSITION DESCRIPTION
COUNTY OF KOSCIUSKO, INDIANA**

POSITION: Soil Health Specialist
DEPARTMENT: Soil and Water Conservation District (SWCD)
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2022

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Kosciusko County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Soil Health Specialist for the Soil and Water Conservation District, responsible for improving soil health and other related natural resources, using a holistic approach.

DUTIES:

Conducts onsite field surveys of the county to identify potential areas needing conservation assistance with a focus on soil health and water quality. Collects and interprets data for analysis and application of conservation practices.

Makes personal contacts with a diversity of landowners in the field (e.g. agriculture, urban) to provide technical assistance and consult on remediation of natural resource issues including improving water quality and hydrology, reduce sediment loading, restore healthy habitats and improving soil health (structure, chemistry and biology).

Promotes Best Management Practices (BMPs) to landowners including, but not limited to: conservation tillage, no-till, buffer and filter strips, cover crops, and wetland restoration.

Offers landowners assistance by writing conservation plans and connecting landowners with a variety of local, state, and federal programs for cost share and technical assistance.

Tracks conservation projects by creating an SWCD database for information and analysis, as well as makes workload entries for analysis on state Share Point program for SWCDs.

Works with regional agency specialists to offer state programming to landowners. (e.g. INField Advantage, Urban Soil Health).

Works closely and develops relationships with other agencies including but not limited to: Natural Resources Conservation Service (NRCS), Indiana Department of Agriculture (ISDA), Indiana Department of Natural Resources (IDNR), State Soil Conservation Board (SSCB), Conservation Cropping Systems Initiative (CCSI), Indiana Association of Soil and Water Conservation Districts (IASWCD).

Works closely and develops relationships with local entities including but not limited to: County Surveyor, Purdue Cooperative Extension, local lake associations, ag consultants, ag business, and local colleges.

Represents SWCD on a variety of conservation boards and committees, as assigned.

Assists and often coordinates with planning and conducting educational field days, workshops, tours, or other community outreach events.

Assists with outreach products including but not limited to news releases, newsletters, Facebook postings and the SWCD website.

Assists with researching, writing and implementation of grants. Tracks grant tasks and progress for reporting.

Seeks alternate funding sources for project implementation in addition to grants. Participates in the review and update of the SWCD Business Plan and Plan of Work.

Assists in the preparation of budgets.

Assists with collection of data for annual tillage and cover crop transects.

Represents SWCD on a variety of conservation boards and committees, as assigned.

Cross trains with other staff members to cover district responsibilities and workload

Attends SWCD meetings, including board meetings, annual meeting and standing committees.

Performs related duties, as assigned

I. JOB REQUIREMENTS:

Baccalaureate degree in agri-science, agronomy, crop and soil science, environmental science, natural resource management, or closely related field, with two years of experience in these fields, or equivalent combination of education and previous related experience.

Ability to obtain and maintain E Authorization certification from USDA to assist with USDA federal programs.

Ability to obtain and maintain conservation planning certifications with ability to sign conservation plans as a Technical Service Provider (TSP). Maintains Indiana certification every three years.

Ability to obtain soil health and agronomic, drone, ATV trainings and certifications.

Ability to pass a federal background check to obtain a link pass to access USDA computers and programs.

Ability to meet all employer and department hiring requirements, including passage of a drugtest.

Working knowledge of and ability to make practical application of best management practices in agricultural, natural resources enhancement and protection, while adhering to local, state, and federal conservation laws and guidelines.

Working knowledge of standard English grammar, spelling, punctuation, and ability to maintain and update Department program files, maps, and forms.

Ability to adhere to personal information policies when handling personal and financial information for federal, state, and local programs.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect.

Ability to effectively communicate orally and in writing with co-workers, SWCD Board of Supervisors, other County departments, Natural Resources Conservation Service, Indiana Department of Environmental Management (IDEM), Indiana Department of Natural Resources (IDNR), Indiana State Department of Agriculture (ISDA), and state and federal agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate a variety of standard office and/or field equipment, including copier, computer, calculator, telephone, fax machine, GPS, survey, scanner, and ATV.

Ability to be self-motivated and adapt successfully to multiple tasks that occur in a rapidly changing environment.

Ability to observe similarities and differences in data, compile, analyze, and evaluate data, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan and layout assigned work projects, apply knowledge of people and locations, and read and interpret detailed prints, sketches, and maps.

Ability to occasionally prepare and make public speaking presentations, fundraisers, and special events.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for meetings and training, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties according to customary practices and procedures of SWCD and established regulations. Work is guided by definite objectives using a variety of methods or procedures. Independent judgment is required in determination of the best method to achieve desired results.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks, with desired results clearly specified. Unusual situations or problems are discussed with the supervisor as needed, with decisions periodically made in the absence of specific policies. Work is periodically reviewed for attainment of objectives and technical accuracy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, SWCD Board of Supervisors, other County departments, Natural Resources Conservation Service, Indiana Department of Environmental Management (IDEM), Indiana Department of Natural Resources (IDNR), Indiana State Department of Agriculture (ISDA), and state and federal agencies, and the public for the purpose of explaining and interpreting policies and procedures.

Incumbent reports directly to the Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment and/or outdoors, involving sitting/standing/walking for long periods, sitting/walking at will, walking on uneven terrain, working in inclement weather, sitting/walking at will, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, bending, close/far vision, speaking clearly, and hearing sounds/communication.

Incumbent may work extended, evening and/or weekend hours and occasionally travels out of town, sometimes overnight for seminars, training, and/or conferences.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Soil Health Specialist for Kosciusko, County describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name