

SUSSEX CONSERVATION DISTRICT
Position Description

TITLE: AGRICULTURAL PLANNING MANAGER
DEPARTMENT: AGRICULTURAL CONSERVATION PROGRAM
PREPARED BY: DEBBIE ABSHER, DIRECTOR OF AG PROGRAMS
DATE: APRIL 11, 2016 Revised November 4, 2022

SUMMARY STATEMENT

The Ag Planning Manager is responsible for working with the agricultural community on conservation, soil health and water quality issues. The position's primary focus will be the direct supervision of the agricultural planning staff. The position will coordinate with the Director of Ag Programs on contract deliverables and other Ag Program responsibilities and utilize appropriate program staff to carry out those tasks in a timely manner. The Ag Planning Manager will also coordinate and work with partner agencies on various projects.

DESCRIPTION

Essential Duties and Responsibilities:

1. Analyzes and makes recommendations regarding operating practices and procedures to include personnel, workflow, and performance standards to ensure smooth and efficient operation of the agricultural conservation program.
2. Supervises the agricultural conservation planning staff located in the Agricultural Service Center. Plans, assigns, and evaluates the work of subordinates. Provides feedback on employee performance and administers appropriate follow-up actions.
3. Updates and consults with Director of Ag Programs on personnel issues or other issues concerning the program.
4. Manages staff personnel matters such as training, performance evaluations, hiring interviews, and making hiring recommendations.
5. Supports the creation of nutrients, animal waste, and comprehensive conservation plans.
6. Computer knowledge, including Microsoft Office a must. Knowledge of GIS software is preferred.
7. Assist with compiling reports documenting goal accomplishments to the appropriate agencies.
8. Participates in the preparation of the operating budget for the Ag Program.
9. Assist with managing the financial assistance programs such as District conservation cost-share, State Revolving Fund (SRF) loan program, and 3921 fund programs. Also, educate farmers and landowners on the various financial assistance programs available by the District and NRCS such as EQIP, ACEP, AMA, CSP, WRE, CRP, CREP, etc. Knowledge of all programs is required.

10. Assist with District cost-share sign-up periods by meeting with applicants, taking applications, and informing landowners/tax ditch officers of program rules and guidelines.
11. Provide guidance to landowners and tax ditch managers as well as provide information about financial assistance programs which are available.
12. Assist with public outreach and educational events.
13. Attend meetings/events representing SCD as requested by the Director of Ag Programs or District Coordinator.

REQUIREMENTS

Knowledge, Skills, and Abilities:

- Ability to establish and maintain effective working relationships with supervisor, subordinates, other employees, officials, partner agencies, and the public.
- Ability to communicate effectively verbally and in writing; Ability to prepare written correspondence with little supervision.
- Working knowledge of public policy as it relates to nutrient management and watershed management.
- Working knowledge of agricultural and drainage best management practices.
- Ability to maintain good physical condition and present a professional image.
- Must maintain high levels of accuracy and organizational skills.

Desired Education & Experience

- Possession of a bachelor's degree in agriculture management/planning; natural resource management/planning; business management, or related courses of study; or
- Two years' experience in the agricultural, natural resource, , management field; or
- Any combination of education, training and experience that provides the required knowledge, skills, and abilities.

Special Requirements:

None

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to an individual with disabilities to perform essential functions. The employee must occasionally lift and/or move up to 25 pounds.

SELECTION GUIDELINES

Formal application, submission of application, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is made by the District Coordinator.

OTHER

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to work in an office environment the majority of the time with occasional opportunities to be in the field. Field conditions involve all types of weather and difficult terrain and/or structures.

Supervision

The incumbent of this position is under the direct supervision of the Director of Ag Programs.

Performance Review

Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. The review will be the basis for any merit pay increases granted by the District Board of Supervisors.

Miscellaneous

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
District Coordinator

Effective Date:

Revision History: