

Lebanon County Conservation District
2120 Cornwall Road, Suite 5
Lebanon, PA 17042

Job Description: Agricultural Preservation Specialist
Approved By: Board of Directors
Date Approved: May 16, 2019

ACCOUNTABILITY: Employee reports to Agricultural Team Leader and/or District Manager

RESPONSIBILITIES:

Lebanon County Agricultural Land Preservation Program

- Assist Lebanon County Agricultural Land Preservation Board of Directors - attend six evening meetings annually, record and distribute minutes, compile agenda and treasurer's report and track program financials
- Maintain policy and administrative manual
- Verify applications meet minimum criteria through deed research and traverse calculations
- Complete applicant ranking/tract mapping and conduct scoring visits with applicants
- Prepare appraisal packets for appraisers
- Schedule and compile documents for offer meetings and easement closings
- Conduct preserved easement inspections
- Complete neighbor notification mailings and participate in notice and opportunity to be heard meetings
- Prepare documentation to State for reimbursement of incidental costs
- Provide "Change of Ownership" mailings to new owners of preserved farms and provide education on requirements
- Develop and maintain farmland preservation databases and publications

Nutrient/Manure Management Program

- Review nutrient management plans and nutrient balance sheets
- Conduct nutrient management status review appointments
- Assist agricultural producers with manure management planning
- Participate in outreach activities and organize workshops

Chesapeake Bay Technician Program

- Conduct delegated tasks such as Chesapeake Bay inspections
- Respond to and investigate complaints

PERFORMANCE STANDARDS: Employee is required to be dependable and schedule own time to perform routine duties, occasionally without direct supervision. Employee is required to have excellent communication skills, high standards of organization and possess an intellectual sense of detail. Employee shall have patience and determination to analyze a problem thoroughly and resolve it accurately in a timely manner. Employee shall respond promptly and sensitively to customer concerns and apply discretion in choosing a method of response. Employee is expected to maintain a personable and optimistic attitude throughout the workday. Employee is expected to remain current with program changes and to obtain and apply new skills required to maintain an optimum level of job performance. Employee will be evaluated on performance and is expected to consistently meet or surpass all requirements and expectations.

PHYSICAL DEMANDS: Job may require walking and traversing all types of terrain in all weather conditions, occasional climbing and occasional lifting up to 25 pounds.

REQUIREMENT: Possess a valid motor vehicle operator's license as issued by Commonwealth of Pennsylvania.

Lebanon County Conservation District reserves the right to add or change duties at any time.

LEBANON COUNTY CONSERVATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER