

CONSERVATION TECHNICAL ASSISTANCE INITIATIVE (CTAI) SPECIALIST POSITION DESCRIPTION

INTRODUCTION

There are Conservation Technical Assistance Initiative (CTAI) Specialist positions located in several areas around the state. These positions provide technical assistance to agricultural producers to implement conservation practices that have been funded under the 2014 Farm Bill. The CTAI Specialists are employed by the local Conservation District. Work assignments will be made by the NRCS District Conservationist who will also provide technical guidance. This position will be based in the Michigan USDA St Johns Field office and will serve Clinton, Eaton and Ionia counties.

DUTIES

1. Conducts field visits to obtain data and other information as necessary for the implementation of NRCS conservation practices such as, but not limited to, pest management, nutrient management, prescribed grazing, irrigation water management, and tree/shrub establishment.
2. Provides on-site technical assistance for the implementation of conservation measures; completes surveys, designs, and layouts for construction of practices; inspects construction to determine adherence to specifications.
3. Provides technical assistance to cooperators in the development of Farm Bill contracts, and the application and maintenance of conservation practices.
4. Must be able to assist District Conservationist with Farm Bill payments, modifications, and any other administrative duties as needed.
5. Follows up with cooperators who have implemented conservation practices to ensure that the cooperator understands how to operate and maintain the practice.
6. Makes infield adjustments in conservation practices, when necessary, in accordance with standards set by NRCS.
7. Receives a short-term follow-up schedule, makes own appointments, and adjusts schedule to conform to special requests, weather conditions, or other disruptions.
8. Assists in developing the information program; prepares news articles for publication; conducts field tours and demonstrations to further the implementation of conservation practices.
9. Utilizes references to complete work. These references include, but are not limited to, United States Department of Agriculture, Natural Resources Conservation Service (NRCS) policy and procedure as outlined in Bulletins, Technical Releases, and the Field Office Technical Guide.
10. As directed, attends meetings of the Conservation District governing body, interagency groups, and regional and/or community development groups to gain insight into program areas and to observe and develop competence in personal, work relationships, and group meeting techniques.
11. Prepares, and helps to prepare, regular and special reports, promotes safety, helps to maintain property, and perform related duties.
12. Complete and submit required reporting to the Conservation District, MDARD, and NRCS.

SKILLS REQUIRED

- General knowledge of local agricultural production practices to install conservation practices.
- Ability to work effectively with co-workers and the general public.
- Ability to carry out own work schedule to provide assistance and follow-up to cooperators on a timely basis.
- Knowledge and skill in written and oral communication techniques and public relations sufficient to explain conservation practice specifications for various projects and programs to individual landowners, various agencies, local sponsoring organizations, and other conservation partners.
- Pass a federal background check and hold a valid Michigan driver's license.
- Ability to operate and maintain equipment (computers, vehicles, survey levels, etc.) in a safe manner.
- Position requires completion of a Bachelor of Science in a Natural Resource or Agriculture related field.

SCOPE OF WORK

The purpose of the work is to provide oversight for the implementation of conservation practices that are scheduled for implementation under the 2014 Farm Bill. The work involves treating a variety of conventional agricultural problems, questions or situations (relating to the planning, design, and installation of conservation practices) in accordance with NRCS guidelines.

WORKING ENVIRONMENT

Work requires personal contact with co-workers, contractors, landowners, and operators to exchanging information, providing technical assistance services, and for the implementation of conservation practices under the 2014 Farm Bill.

Much of the work will be conducted in the field. The normal work hours are 8 a.m. to 4:30 p.m. The work will include field visits that may involve walking on rough terrain, carrying equipment, or climbing steep banks during all weather conditions. The position requires average agility and dexterity during field visits. Protective gear and clothing such as hard hat, boots, and gloves may be necessary during field visits.

COMPENSATION PACKAGE

The CTAI Specialist is a full time, 40 hour/week grant-funded position. Salary is dependent on experience, \$19-\$21/hr. Benefits include paid holidays and vacation according to District policies and access to the Conservation District Flex Plan which provides funding for health insurance coverage, retirement savings plans and/or other approved alternatives.

TO APPLY

Send resume, cover letter, transcripts, and up to 3 references to:
Kelcie Sweeney, Executive Director
Clinton Conservation District
kelcie.sweeney@macd.org

APPLICATION DEADLINE: Wednesday, April 18, 2018 at 4:30 p.m.