



## **JOB ANNOUNCEMENT** **Agriculture Resource Planner**

**Terms:** Regular full-time position (40hrs/week), with benefits

**Hiring Salary Range:** \$62,000 - \$78,000 annually

**Job Classification:** Resource Planner

**Priority deadline:** First review of applications will be on May 15, 2024. Applications will be accepted until position is filled.

### **Position Summary**

The Agriculture Resource Planner works in the Agriculture Department and in collaboration with the Habitat Restoration and Floodplain Management Department. This position provides technical assistance and outreach to agricultural operators throughout Snohomish County and Camano Island via in-field site visits, site-specific resource evaluations, and development of natural resource conservation management plans. The conservation management plans provide detailed recommendations for nutrient, pasture, and manure management, livestock exclusion, forest health, water use, and habitat restoration, in alignment with NRCS standards. The purpose of this work is to protect water resources, improve soil health, and enhance wildlife habitat, while improving farm operations and meeting landowner needs.

This position will also:

- Coordinate and present at virtual and in-person events about conservation planning and farm best management practices (BMPs).
- Coordinate financial assistance contracts for landowners implementing BMPs and manage related grants or contracts.
- Lead project teams to implement targeted outreach, technical assistance, and BMP implementation.

This position will report to the Agriculture Department Director.

### **About the Snohomish Conservation District**

One of 45 Conservation Districts in the State of Washington, the Snohomish Conservation District is a leader among peers with robust programs encompassing agricultural resilience, habitat restoration, urban stormwater, farm planning, youth education, community engagement and more. The District works with farmers, residents, and landowners on a collaborative and voluntary basis throughout our service area that includes Snohomish County and Camano Island. We take the mission of the District to heart - "work cooperatively with others to promote and encourage conservation and responsible use of natural resources" - as we implement successful and innovative projects.

### **Essential Tasks**

These are illustrations of the various types of work performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

- Complete site visits with commercial agricultural producers, small farms, horse owners, and urban farmers, including scheduling and follow-up.



- Promote implementation of BMPs that protect water quality, soil health, plant health, air quality, cultural resources, and wildlife habitat. Provide recommendations on BMPs through discussions, follow-up visits, technical assistance letters, and natural resource conservation management plans.
- Coordinate and manage dairy nutrient management program related to dairy compliance with Nutrient Management Act
- Develop conservation (farm) plans that meet NRCS planning criteria. Assemble data needed in the development of conservation practices for structural and non-structural solutions to problems with water quality, soil health, wildlife habitat quality, erosion, drainage, crop production, livestock production, and irrigation. This includes completing relevant calculations, developing spreadsheets, using templates and tools specific to the planning need, completing checklists, and developing maps using GIS mapping software.
- Connect landowners with potential cost share projects to funding opportunities. Complete landowner agreements, coordinate engineering involvement, and provide ongoing assistance to landowners.
- Conduct outreach to landowners in priority areas and provide assistance in developing educational materials for land users and organizations.
- Support District activities at public outreach events, including farm tours, workshops, fairs, and festivals. Give educational talks related to natural resource issues and implementation of BMPs.
- Provide input on programmatic strategic planning and grant proposal development.
- Other related duties as assigned.

## **Job Qualifications**

### Required knowledge, skills, and abilities

- A Bachelor's degree in a natural resource/environmental field with coursework related to agriculture, soils, forage production, livestock production, or ecology
- A minimum of three years of professional level experience in livestock management, soil conservation, or natural resource management. Alternative combinations of education and work experience will be considered.
- Knowledge of BMPs for small and large agricultural operations related to soil health, water quality, wildlife habitat, nutrient management, manure management, mud management, livestock management, crop production, and drainage.
- Interest in and commitment to natural resources enhancement and public education.
- Demonstrated ability to interact amicably with diverse community members, build relationships with landowners and cooperators, and motivate individuals to adopt and implement resource management practices on their property.
- Ability to effectively communicate recommendations and designs to farm owners and operators, demonstrate approaches, and guide installation of conservation practices.
- Knowledge of general water quality and salmon habitat limitations and priorities in the Puget Sound region.
- Demonstrated ability to work independently and manage workload, schedule, and resources to meet deadlines and achieve goals.
- Ability to manage grants, contracts, and other funding awards.



- Proficiency writing reports, outreach materials, technical assistance letters to landowners, and/or components of funding applications.
- Ability to take initiative, work well with team members, and adapt to new processes. Service-oriented attitude and constructive problem-solving skills.
- Ability to use computers and tablets to write reports, use word processing, spreadsheets, email, presentation, and calendaring programs, prepare maps using ArcGIS, and record project data. Ability to learn specialized computer programs to manage, track, and report on work.

#### Preferred knowledge, skills, and abilities

- A Master's degree in a natural resource/environmental field with coursework related to agriculture, soils, forage production, livestock production, or ecology
- Certified farm planner by NRCS or Center for Technical Development
- Experience with dairy facility planning and/or providing dairy facility technical assistance
- Experience with equine facility management and/or providing equine technical assistance
- Soils or farming experience (crop and/or dairy)
- Knowledge of local, state, and federal ordinances and regulations including Snohomish County and Island County codes and regulations
- Knowledge of local, state, and federal Conservation District partners
- Experience with carbon farm planning
- Experience in Agroforestry or climate resiliency
- Supervision or experience as a Technical Lead on a team

#### Physical Requirements and Working Conditions

This position includes both office and field work and frequent travel to job sites. Field work comprises approximately 20% of the position. The field work is conducted in a natural environment with rough and sometimes dangerous terrain. This position requires the ability to:

- Work outdoors in all weather conditions and on rough or uneven terrain
- Drive a vehicle when travel is needed. Must hold a valid, unrestricted Washington State driver's license (or have the ability to acquire upon hire).
- Safely operate a motor vehicle, including full-size pick-up and trailer, on both public and private roads during daylight and occasionally after dark.
- Sit or stand for long periods of time in a standard workday
- Lift, pull, carry, push up to 50lbs
- Bend, twist, squat, climb, kneel/crawl, reach overhead, etc.
- Use finger dexterity and fine manipulation
- Hear and speak to exchange information in person, on the telephone, and via video conference
- Occasionally work beyond an 8:00 am – 5:00 pm schedule or on the weekend.

#### **Benefits**

The District offers a comprehensive benefits package which includes:

- Medical, including vision, insurance coverage through Washington State PEBB. The District matches employee dependent's medical premiums at 80%.

# Snohomish Conservation District

*working together for better ground since 1941*



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- Dental insurance coverage through Washington State PEBB for full-time employees. The District matches employee dependent's dental premiums at 100%.
- A monthly contribution to a health reimbursement arrangement (HRA) plan through Voluntary Employees Beneficiary Association (VEBA) for employees who opt to waive District medical insurance coverage.
- Life Insurance through Washington State Health Care Authority (WSHCA), with coverage paid by the District.
- Long Term Care coverage through the WA Cares Fund, with premiums paid by the District.
- Long Term Disability through WSHCA.
- Annual (vacation) leave accrued at a beginning rate of 8 hours per month, 8 hours of paid sick leave per month, and 12 paid holidays each year.
- Employer-contributed retirement program through the State of Washington Employees' Retirement System (PERS) and the ability to participate in the Deferred Compensation Program (DCP).
- All employees are covered by standard State and Federal programs, including WA Paid Family Medical Leave, Unemployment Insurance, Workers' Compensation, Social Security, and Medicare.
- Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

## **Work Location**

The position will be based out of our Lake Stevens office. Following a successful probationary period, there may be an option to work remotely part of the time. Some essential functions of this position require in-office or on-site work at specific times.

## **Application Instructions**

To apply for this position, please submit the following materials via our website at <https://snohomishcd.org/employment>:

- Cover letter stating why you are interested in this position
- CV or resume detailing your related experience

If you have questions about applying or need accommodation during the application process, contact Sarah Jones at [hr@snohomishcd.org](mailto:hr@snohomishcd.org) or (360) 722-2679.

Applications will be reviewed beginning May 15, 2024. Position open until filled.

We strive to work in partnership with all, to provide equitable and accessible programming on a nondiscriminatory basis, and to continually improve how we do so. All programs and services of the Snohomish Conservation District are offered on a nondiscriminatory basis, without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.