

# Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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## Watershed Agricultural Council Assistant Conservation Planner to the Agricultural Program Non-Exempt Employee Job Description

The Assistant Conservation Planner to the Agricultural Program will be responsible for assisting and providing support to the WAP Whole Farm Planning, Nutrient Management, and Precision Feed Management Teams as detailed below.

### Minimum Requirements:

- Associate degree in a related field or 3 years' related experience.
- Work independently with little supervision.
- Ability to work well and interact with a diverse group of people.
- Ability to efficiently manage a progressive office environment.
- Produce high quality work in a timely manner.
- Willingness to learn new skills.
- Possess strong computer skills, including knowledge of Microsoft Office and Adobe Acrobat.
- GIS experience preferred.
- Familiarity with agriculture, dairy and beef industry knowledge is desired.
- Able to work in farm and field environments.
- Comfortable working alongside cattle and other farm animals.
- Must be able to lift a minimum of 40 pounds.
- Must have a valid and current driver's license.

### Duties and Responsibilities:

- Assist with administrative and field efforts including planning document creation, field data collection (i.e. whole farm plan, feed sampling, cattle/fed weighing, manure, soil and forage samples).
- Assist with GIS map creation and updates.
- Perform simple farm data entry and verification within program databases.
- Assist with the administrative and field tasks related to emerging and seasonal best management practice implementation (i.e. cover crops, liming, CREP).
- Assist in performing Tier I/II visits, data collection and organization.
- Assist in conducting the watershed census by collecting and compiling data and performing field verification, as directed.
- Assist in conducting Basic and Verification Annual Status Reviews on participating farms, as assigned.
- Attend Program events and assist as needed.
- Attend required meetings and training.
- All other similar duties as requested.

### Reporting Relationships:

- Works under the direct supervision of the Whole Farm Planning Coordinator or his/her designee.
- Works in cooperation with and receives programmatic guidance from the NM-PFM Coordinator.