

**FILLMORE COUNTY SWCD
JOB DESCRIPTION
November 2006
Grazing land Management Specialist**

**Department: Conservation (SWCD)
Job Title of Supervisor: District Administrator**

GENERAL PURPOSE OF JOB

The Grazing Land Management Specialist performs a variety of specialized and technical work functions to grazing management activities of the SWCD and SWCD's located in the Root River Watershed. Responsibilities and assignments involve providing technical assistance to livestock producers located in the Root River Watershed to develop and implement best management practices related to pastureland and grassland management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

	FREQUENCY
Works with cooperators in development of grazing and pastureland management plans for NRCS programs and plans that address general pastureland best management practices to reduce bacteria and nutrient loading into the Root River and its tributaries.	Monthly 25%
Provides technical assistance in the development and implementation of pasture and grassland management plans to producers located in the Root River watershed and assist in finding funding to implement these plans. I.e. State cost-share, EQIP	Daily 10%
Organizes grazing and forage management workshops to inform operators of BMP's and the latest developments for pastureland management and provide for information exchange between producers.	Quarterly 10%
Provides direct assistance to SWCD's located in the Root River Watershed in the development of conservation plans, grazing systems, and forage inventories	Monthly 10%
Write articles dealing with various aspects of work on grassland and pastureland management for publication in magazines, newspapers, newsletters and other publications	Varies 10%
Makes presentations on grassland management regarding the uses and benefits to promote adoption of BMP's for private landowners and other Governmental units.	Quarterly 5%

Work with the District Administrator to seek funding through grants and private donations to increase cost-share and incentive payments to accelerate the implementation of pastureland and grazing management BMP's	Weekly 10%
Keeps abreast of the latest research developments in environmental management with emphasis on applicable plant and animal management and prepares applicable information for dissemination to other districts and producers	Monthly 5%
Collaborate with other agencies and governmental units in gathering data from field trials and research projects and forwarding this information to appropriate groups	Varies 5%
Reports time and accomplishments as directed in support of the district annual progress reports and budget preparation.	Quarterly 5%
Assists in the preparation of district reports and plans, as delegated by the administrator.	Monthly 5%
Performs other duties as assigned.	Varies 5%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of Associate's degree (AA/AS) or equivalent from an accredited school in natural resources management, environmental studies, or related discipline; or an equivalent combination of education and experience in these areas.

CERTIFICATES AND LICENSES (position requirements at entry)

- Drivers License or evidence of equivalent mobility

REQUIRED KNOWLEDGES (position requirements at entry)

knowledge of:

- Principles, practices and procedures of proper pasture and grassland management;
- Natural resource management;
- Computer operation, equipment and software including MS Excel, Word, and Access;
- Relevant county, state, and federal laws, ordinances, standards and specifications pertaining to departmental programs and requirements of the agency;
- State, Federal, and County programs;
- Soils, wetlands, trees, and wildlife habitat;
- Knowledge and experience related to development of grazing plans for individuals for different livestock such as dairy, beef cow/calf, calves, or sheep;
- Knowledge of grazing, grass seeding and recommendations on the development of watering facilities.

REQUIRED SKILLS (position requirements at entry)

skill in:

- The operation of equipment and machinery requiring simple but continuous adjustments, such as computer keyboards, survey equipment, farm equipment, vehicles, and other equipment as necessary;
- Drafting designs;
- Reading and interpreting documents such as safety rules, regulations, guidelines, policies, operating and maintenance instructions, and procedure manuals;
- Writing routine reports and correspondence;
- Organizing, planning and presenting public speeches and presentations to citizen groups, organizations or committees;
- Planning and carrying out assignments independently.
- Planning, enhancing and implementing new programs and improvements in GIS operations, applications and software;
- Requires the skill and persuasion in dealings with others both in and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization but does not have the authority to act on behalf of the SWCD in matters where there are legitimate differences of opinion.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel. The employee frequently is required to sit, walk, stand and reach with hands and arms. The employee is occasionally required to climb or balance, and kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work under minimum supervision, work outdoors in all weather conditions, and walk over rough terrain on a regular basis. In addition must be able to lift up to 50 pounds on an occasional basis.

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.

While performing the duties of this job, the employee is occasionally outside under various weather conditions. The noise level in the work environment is usually moderate.

CLASSIFICATION HISTORY

Prepared By:	Jeremy Maul, Fillmore SWCD
Prepared Date:	11/15/06
Revised by BCC Date:	
Approved by County Date:	Developed by District November 06