



POSITION DESCRIPTION

Position:	Resource Management & Planning Specialist	Department:	Land Management
Pay Grade:	12	FLSA Status:	Non-Exempt
Direct Supervisor:	Land Management Director / County Conservationist	Publish Date:	June 2023

Purpose of Position:

The purpose of this position is to develop and design soil and water conservation plans, nutrient management plans, and provide farmland technical assistance. This position develops and designs soil and water conservation plans, structure conservation practices, and nutrient management plans.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Assists in the implementation of nutrient management plans including landowner education, plan reviews and follow-up for compliance with NRCS practice standards and specifications.
- Establishes and maintains good working relations with landowners, operators, and multi-agency personnel.
- Assists in the administration, implementation, and maintenance of the County Manure Storage Ordinance.
- Maintains the Comprehensive Land Use and Farmland Preservation Plans including meeting with respective municipalities.
- Coordinates various shoreland and zoning ordinances for Buffalo County.
- Assists with the Producer-Led Program.
- Assists in the coordination of the DNR's Surface Water Integrated Monitoring System (SWIMS) for Buffalo County.
- Attends workshops, conferences and seminars to maintain Certified Crop Advisory Continuing Education Credits and as needed.
- Provides outreach and education to landowners and students in educational and field settings.
- Updates and maintains data files as needed.
- Writes news articles and news releases.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Duties:

- Bachelor of science degree in Agronomy, Soil Science, Agriculture, Soil and Water Conservation, Natural Resource Management, Watershed Management, or another related field; OR an associate degree in a related field plus three years of related experience that would provide the necessary knowledge, skills and abilities to perform the duties of the position.
- Must become a Certified Crop Advisor (CCA) within the state of Wisconsin during the first year of employment and maintain annual certification requirements.
- Working knowledge of the criteria and technical standards used in applying conservation practices; and the fundamentals of engineering, surveying and planning practices as it pertains to conservation plans, practices and activities.
- Basic knowledge of all software applications used within the department including Rusle2, SnapPlus, and ArcGIS. Working knowledge of AutoCAD and GPS survey equipment and other watershed modeling tools is preferred.
- Ability to interpret aerial photography, soil maps, and USGS quadrangles.
- Familiarity with WI DNR Surface Water Data Viewer and NRCS Web Soil Survey
- Knowledge of programs and responsibilities of the Land Management Department to implement those programs, and basic understanding of governmental funding sources for conservation programs.
- Excellent verbal and written communication skills.
- Must possess and maintain a valid driver's license.

Physical Demands:

The physical demands described herein are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This is largely a sedentary role; however, some filing is required. This would require the ability to move files, open filing cabinets and bend or stand, as necessary. Needs to frequently communicate with others verbally and in written form in a variety of settings and must be able to exchange accurate information. Must be able to apply established protocols in a timely manner. Must be able to make physical site visits. Ability to traverse uneven terrain, agricultural fields, stream corridors, and other outdoor environments during site inspections and project implementation activities.

Work Environment:

This job operates in a professional office environment as well as out in the field. This job routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Field work is performed in all types of weather, including rain, snow, and extreme cold and heat as well as varying terrain. Exposure to dust, odors, toxic agents, noise, mechanical and traffic hazards is rare. Exposure may cause some discomfort and presents little risk of injury. Personal protective equipment is utilized.

Nothing in this position description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Employee Acknowledgement:

I have received, reviewed and fully understand this position description. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document superseded all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my position description, from time to time. I understand that this does not constitute an employment agreement.

Employee Printed Name

Employee Signature

Date

Approved by Home Committee: February 2025

Approved by HR Committee: February 2025