JUNIATA COUNTY CONSERVATION DISTRICT

146 Stoney Creek Drive, Suite 4 Mifflintown, PA 17059
(717 997-8001)

JOB DESCRIPTION

Resource Conservation Technician - Agricultural Technician - 2026

Juniata County Conservation District

GENERAL STATEMENT OF DUTIES: Provide administrative, technical, and organizational assistance for the implementation of best management practices (BMPs) through the Agricultural Conservation Assistance Program (ACAP) to the Juniata County farming community to improve the quality and quantity of the Commonwealth's surface and groundwater resources. This position will include administration, contracting projects, overseeing construction, and reporting on the results of the ACAP Program. Additional job duties will include Nutrient Management, Grant Proposals and Administration, and other agricultural assistance duties as determined by the District Manager and District Board. The Agricultural Technician is a resource to both the public and private sectors and is under the direct supervision of the District Manager and is accountable to the Conservation District Board of Directors.

A. Job Duties & Responsibilities

-Primary responsibilities may include, but are not limited to:

- Administer the District's Agricultural Conservation Assistance Program (ACAP) as outlined in the ACAP delegation agreement, which includes project grant application, ranking, and scoring, facilitating Local Advisory Board (LAB) meetings, project management and oversight, quarterly reporting in ACAP GIS system and Practice Keeper, and facilitating outreach events.
- Provide information to interested agricultural producers on financial and technical assistance programs supporting implementation of best management practices associated with nutrient management, manure management, agricultural erosion and sediment control, and conservation plans.
- Advise applicants of alternative funding sources such as tax credits, loans, and grants, including the Resource Enhancement and Protection Tax Credit Program (REAP).
- Coordinate ongoing grant program including providing applications to interested applicants, reviewing applications for completeness, determining eligibility based on ranking criteria, coordinating Local Advisory Committee (LAC) for project recommendation for funding to the JCCD Board of Directors.
- Assist in nutrient management, manure management, agriculture erosion and sediment control, conservation plan implementation by providing or facilitating general technical assistance to program participants as time allows. Technical assistance may include inventory and evaluations, developing or assisting in the development of project designs, cost estimates, construction monitoring, and certification of the proposed project(s).
- Complete and provide the State Conservation Commission with financial and written quarterly reports that summarize those activities performed during the report period including but not limited to education and outreach, number of grant applications received and processed, and technical assistance provided to program applicants.
- Collect and report data pertaining to Ag E&S plans, conservation plans, manure management plans, nutrient management plans, and best management implementation completed under approved projects using PracticeKeeper or other approved reporting system.
- Maintain all appropriate records for all grants and delegated programs including quarterly reporting and reimbursement requests.
- Grant proposals, administration, and reporting to support additional agricultural best management practices and additional programs, for example soil testing and cover crop incentives.

- Administer the District's Act-38 (Nutrient Management) Program, as outlined in the current delegation agreement and the 2013 State Conservation Commission NM Compliance Strategy.
- Administer the District's Conservation Planning/Agricultural E&S Planning efforts utilizing the District's PracticeKeeper Software, in partnership with USDA/NRCS local conservation planning efforts. Understand and interpret pertinent E&S regulations to local Ag and non-Ag communities, as set forth in **25 Pa. Code Chapter 102 and 25 Pa. Code Chapter 105.**
- Understand and interpret pertinent Nutrient Management regulations to local Ag and non-Ag communities, as set forth in the Nutrient Management Act as defined **in 25 Pa. Code Chapter 83**.
- Understand and interpret pertinent Manure Management Rules and Regulations, as set forth the Manure Management Manual.
- Understand and interpret pertinent CAFO regulations, as defined **in 25 Pa. Code Chapters. 91 & 92.**
- Maintain files and prepare quarterly progress reports, as outlined in the Act-38 Delegation Agreement.
- Maintain the District GIS Databases related to the Nutrient Management Program, including the PracticeKeeper Database.
- Assist with other District related events, educational and training activities.
- Facilitate the transfer of technical information among local, state, federal resource agencies, watershed groups and land managers.
- Assist in the development of workshops / field days and implement demonstration projects on the interrelationship between land use decisions and Non-Point Source Pollution prevention.
- Prepare monthly activity report for Board of Directors' meeting and follow Juniata CCD Board Meeting Attendance Policy for Staff.
- Other District duties as assigned by the District Manager or District Board of Directors.

B. Training and Certification:

- As communication and writing skills are important for this position, any training to enhance these skills is encouraged.
- Attend training to stay current with advancing technology related to water quality issues and best management practices.
- Become familiar with the environmental laws and regulations for which the District is responsible.
- Become familiar with current land use practices, innovative planning techniques and both structural and nonstructural BMPs.
- Attend seminars/training/conferences in those areas that will improve the employee's ability to carry out his/her duties (e.g. DEP's Watershed Academy, nutrient management, wetlands delineation, training offered by NRCS, local resource management and protection issues, project design techniques, land use planning, land trusts/conservancies).
- Attend any training declared mandatory by the Conservation District, Department of Environmental Protection, or PA Department of Agriculture.
- Attend sufficient computer training to effectively use software necessary to perform the duties of this position.
- Maintain Act-38 Certification status in good standing, accumulating necessary Continuing Education Credits as needed to remain in good standing with the State Conservation Commission and Pennsylvania Department of Agriculture