



State of West Virginia
DEPARTMENT OF AGRICULTURE
Gus R. Douglass, Commissioner

Janet L. Fisher
Deputy Commissioner

Steve Hannah
Deputy Commissioner

VACANCY ANNOUNCEMENT

Title: Nutrient Management Specialist I

Salary Range: \$28,000 - \$30,000 – Funding Contingent upon renewal Chesapeake Bay Grant

Headquarters: Moorefield Field Office, Moorefield, WV

Send Application, Credentials & Resume TO: West Virginia Department of Agriculture
Brenda Mobley, Personnel Manager
1900 Kanawha Blvd., East
Charleston, WV 25305-0170
(304) 558-3200 (Phone)
(304) 558-2203 (Fax)
bmobley@ag.state.wv.us

Closing Date: March 26, 2010

Nature of Work:

Develop site specific Nutrient Management Plans in the Chesapeake Bay Water Shed. A large percentage of time will be spent in the field working with the public, soil sampling and developing Nutrient Management Plans (NMP) for individual farming operations, as well as any other duties as assigned. The Commissioner, Deputy Commissioners and Division Director reserve the right to review and amend this job description at their discretion.

Examples of Work:

- Develop Nutrient Management Plans (NMP) for individual farming operations.
- Collect soil samples.
- Assist in reporting WVDA activities related to the Chesapeake Bay Grant.
- Assist with researching and reporting non-cost share agricultural BMPs.
- Assist agricultural producers with environmental issues.
- Assist with the development of a record keeping system for individual farming operations to comply with current state policies and/or regulations.
- Assist with consultations with farming operations for NMP updates and record keeping maintenance requirements.
- Maintains producer confidentiality

- Assist in public education and outreach.
- Assist in preparation of reports, publications and news releases.
- Perform related and other duties as assigned.

Required Knowledge, Skills and Abilities:

- Ability to obtain Nutrient Management Certification.
- Ability to write Nutrient Management plans.
- Ability to develop detailed reports.
- Ability to communicate with a wide variety of people, both orally and in writing.
- Ability to understand and effectively carry out complex oral and written directions.
- Knowledge of federal and state environmental laws, rules and regulations as they might apply to, or affect, agriculture.
- General knowledge of rules, regulations, policies and objectives of the West Virginia Department of Agriculture.
- Effective time management skills essential.
- Ability to handle public, media, legislative and regulatory inquiries.
- Ability to maintain effective working relationships with officials, employees and the public.
- Extensive travel in the Eastern Panhandle
- Follow farm bio-security program
- Ability to physically lift and maneuver 40 lbs.

Working Conditions:

This position combines an office environment and fieldwork that may include; traversing rough terrain, exposure to inclement weather, and use of bio-security measures. A person in this position must have the physical ability to lift and maneuver 40 pounds. Some travel with overnight stays may be required.

Minimum Qualifications:

Certification by the West Virginia Department of Agriculture as a Certified Nutrient Management Planner is preferred but not required prior to employment. However, this certification is required as soon as possible after employment begins.

Training (Education): A Bachelors degree from an accredited four (4) year college or university in agriculture, natural resources management, environmental science, soil science, agronomy, or related natural resource fields required.

Required Experience: Two (2) years of occupational experience in agriculture, forestry, environmental sciences, and other land and natural resource management fields will be considered as an asset in employment and position.

Required Experience Substitution: College credits in related field may be substituted for the required experience on a year for year basis.

Other Requirements: Ability to collaborate with other Certified Nutrient Management Planners and Agriculture Agencies to increase service to the farm community.

Additional Requirements:

Valid Driver's license required.

Dependable transportation and insurance required.

Satisfactory completion of pre-employment drug and alcohol testing.

Satisfactory completion of pre-employment law enforcement background investigation, including DMV records.