

**THOMAS JEFFERSON  
SOIL AND WATER CONSERVATION DISTRICT  
(TJSWCD)**

**JOB DESCRIPTION  
AGRICULTURAL ADMINISTRATIVE and OUTREACH ASSISTANT I  
Albemarle County**

The Agricultural Administrative and Outreach Assistant I provides the TJSWCD with administrative and outreach support for all aspects of District Agricultural Programs within the geographic boundary of Albemarle County. While this position will primarily work within the agricultural programs, specific duties and program areas will vary based upon District needs and employee's knowledge, skills, and experience. This position is under the supervision of the TJSWCD District Manager with guidance provided by other technical staff and partner agencies. A high school degree is required; a college degree is preferred. While work will primarily be based in an office setting, a farm background and familiarity with Albemarle County's rural community are highly desirable. This is a full time position for one year.

**Essential Job Duties and Responsibilities**

- ❖ **Develop and Implement an Albemarle County specific Outreach Strategy for the District's Agricultural Programs** with direct oversight from the District Manager and input from the TJSWCD's Ag Team. Example Duties include:
  - Develop a list and ranking system of annual outreach goals and opportunities that serve the Albemarle County agricultural community.
  - Produce GIS maps and compile resource materials for Outreach, Strategic Planning and the District's Conservation goals.
  - Effectively promote the District's Agricultural Programs at various community events throughout the year; attend and host booth at events including weekends and evenings.
  - Prepare Press Releases and Public Presentations.
  - Develop and implement an effective communication program through mailings, phone calls, and other forms of outreach.
  - Develop cost estimates for various outreach methodologies.
  - Assist with TJSWCD Website updates, monthly outreach calendars, general media outreach and activity, and other effective communitywide communication methods.
  - Develop and analyze success and effectiveness of various TJSWCD Outreach methods.
- ❖ **Assist with all aspects of Agricultural Programs Administrative duties for Albemarle County** with direct oversight from the District Manager and input from the TJSWCD's Ag Team. Examples duties include:
  - Assist with Board Packet preparation for Agricultural project approvals.
  - Assist with Records Management duties for the Agricultural Program.
  - Complete data entry for Agricultural Programs into the DCR tracking program.
  - Assist with reporting and spot checking for program activity.
  - Assist with Geographic Information Systems (GIS) mapping of projects, submitting resources reviews, and assisting with Conservation Plans using the DCR Conservation Planning Module.

- Assist completing project cost estimates, engineering, and program documentation.
- Attend trainings to pursue program operation efficiency and increase skill capacity.
- Assist with other administrative projects as needed such as filing, meeting arrangements, and other assigned tasks.

### **Additional Duties**

- Document Climate Benefits of Agricultural BMPs using COMET Planner or other methods if available.
- Assist with bookkeeping and other office administrative duties.
- Other duties as assigned.

### **Required Knowledge, Skills, and Abilities**

- Must be self-directed and have the ability to work with minimal direction, be able to work independently and schedule time in an efficient manner.
- Must have exceptional high level of organizational skills and attention to detail.
- Must have exceptional or can quickly gain computer software/technology skills and be able to effectively and efficiently use applications including, but not limited to, Geographic Information Systems, Global Positioning Systems, WordPress, Outlook, Word, Excel, PowerPoint, and Publisher (or other desktop design software). Competency with Dropbox, Google Docs, and InDesign a plus, but not required.
- Ability to accurately, effectively, and efficiently organize and maintain records, files, and databases.
- Ability to work in fast paced setting.
- Ability to perform well on multiple tasks with potential interruptions.
- Ability to communicate effectively both orally and through writing.
- Ability to maintain effective working relationships with others.

### **Desirable Knowledge, Skills, and Abilities**

- Knowledge of conservation issues related to agriculture.
- Knowledge of Albemarle County's rural community.

### **Personal Characteristics**

- Approachability - Is easy to approach and talk to; spends extra effort to put people at ease;
- Interpersonal Skills - Relates well to all kinds of people, inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high- tension situations comfortably.
- Planning Skills - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work tasks into steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- Perseverance - Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing.

- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; conducts honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Action Oriented - Enjoys working hard; is full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities when appropriate.
- Results Oriented and Accountable - Can be counted on to exceed goals; is constantly and consistently one of the top performers; steadfastly pushes self and others for results.
- Written Communication - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- Discretion and Sound Judgement - Is able to deal with sensitive issues and information in a professional and, as required, confidential manner.
- Team Oriented - Works effectively with others; actively contributes to the achievement of group and organizational goals; accepts shared responsibility and ownership of projects.
- Integrity - Is widely trusted and seen as direct, truthful individual; keeps confidences; admits mistakes; doesn't misrepresent her/himself for personal gain.
- Practicality - Balances creativity with the ability to accomplish practical application of creativity to real world situations.

**Physical Conditions and Nature of Work Contacts:** Work is performed in a normal office environment and outside in all types of weather. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, use repetitive motions, and traverse uneven terrain. The position requires the ability to operate a telephone, computer keyboard, copier, other typical equipment and motor vehicle, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 25 pounds. The position requires the ability to work unusual shifts, including nights and weekends and travel to events in Albemarle and occasionally trainings out of the area. Work will require substantial driving on rural roads in Albemarle County. Tasks require alertness to avoid potentially hazardous conditions.

A college degree is preferred, but equivalent experience will be considered. Applicant must have a valid Virginia driver's license. The duties of this position are considered non-exempt under the FLSA. The TJSWCD benefits package includes fully paid individual employee health benefits, vacation and sick leave, and paid holidays.

**Salary:** TJSWCD Pay Grade 9 Range depending on experience. Hiring range \$29,811 to \$35,773.

The District utilizes the Albemarle County Pay Scale found online here:

<https://www.albemarle.org/departments.asp?department=hr&relpage=3717>

### **Limited One Year Term Position**

This is a one-year limited term position.

To apply, please submit a completed Application, Resume, a Cover Letter, and at least 3 current references and their current contact information to Anne Coates at [anne.coates@tjswcd.org](mailto:anne.coates@tjswcd.org)

You can find a copy of the Application online at <https://www.tjswcd.org/>

**Priority will be given to applications received no later than 8:00 PM Eastern Standard Time on January 7<sup>th</sup>, 2020.** Position is open until filled. Position is subject to 60-day probationary period. Probationary Period may be extended.

**Employment Eligibility:** The successful applicant will be asked to show proof of citizenship or proof of eligibility to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract and may be modified or revoked without notice. The TJSWCD is an equal opportunity employer, makes employment decisions on the basis of merit, and prohibits unlawful discrimination based on race, religion, color, sex, age or marital status.

For more information, please contact Anne Coates, District Manager at 805-455-2820.