

Muskingum Soil and Water Conservation District

Position Description for Part-Time Urban Agriculture Specialist (year 5)

Nature and Purpose of Position

This part time position, which shall be known as Urban Agriculture Specialist of the Muskingum Soil and Water Conservation District (MSWCD), located in Zanesville, Ohio, has been created under the authority of Section 940 of Ohio Revised Code (ORC). This position is the direct responsibility of the District Administrator and the Board of Supervisors.

The continuation of this position is pursuant to receiving grants, donations, and/or local government funds to maintain the position. At this time enough funds have been secured to retain the position through 2021. **Unless additional grants, donations, or local government funds are secured, the position may end at that time.**

Qualifications

Minimum is an Associate's degree in agriculture, sustainable agriculture, natural resource management, agriculture education or communications, community development or closely related field of study, or an equivalent combination of training and experience. Position requires knowledge of urban and/or sustainable agriculture and outreach/marketing.

General Duties and Functions

The position incumbent shall:

1. Attendance is expected when needed. Urban AG Specialist will determine his/her own schedule, as needed and weather permitting. Total hours 300-400 annually, never to exceed more than 29 hours per pay period (two weeks).
2. Comply with all MSWCD policies, including Employment (Personnel) Policy, Board Policies, Position Description and Standards of Performance.
3. Be physically capable to make field visits and traverse rough, steep and uneven terrain as necessary. Be able to lift and handle the necessary equipment and materials.
4. Serve as representative of the Board or another employee when requested or assigned.
5. Assist with the development and implementation of the MSWCD's public relations program by planning and conducting tours, field days, educational events, workshops, clinics and other related activities relative to MSWCD programs. Programs relative to conservation will be offered for both adult and youth.
6. Assist with radio and television programs, news releases and *District Newsletter* articles as assigned.
7. Responsible for proper maintenance, use, and storage of MSWCD automotive, office and rental equipment.

8. Attend and actively participate in the monthly staff meeting and any required training. Will be required to attend evening and weekend events or meetings on occasion, as directed. Must attend Board meetings twice per year to give a program report to the Board of Supervisors.
9. Prepare and maintain forms used in providing assistance to land users, land owners, administrative records, progress reporting, and all other field office records necessary for documentation and preparation of reports to MSWCD Board, OSWCC, ODA, USDA-NRCS, and NACD. Enter required information in Beehive reporting program.
10. Carry out assigned duties to forward the development of the MSWCD's programs.
11. Assist in the security of all electronic data, hard copies, and computer equipment.
12. Must be insurable for vehicle operation and have a valid Ohio driver's license. May be required to use personal vehicle, but will be reimbursed for mileage at the SWCD approved rate.
13. Furnish requested information or make appointment to render assistance as needed.
14. Assist in developing and maintaining good working relationship within the office and with other offices at the local, state, and federal government levels. Support and participate in EEO and Civil Rights Program Activities. Perform all duties in a manner that consistently demonstrates fairness, cooperation, and respect toward co-workers, office visitors, and all others in the performance of official business. Demonstrate knowledge and support of and performs all duties in a manner consistent with EEO/Civil Rights policy.
15. Occasionally deals with unhappy customers.
16. Perform all other related activities and duties as assigned.

Specific Program Responsibilities

Coordination, Support and Planning

1. Support the growth of sustainable urban agriculture in the City of Zanesville and Muskingum County by working together with other agencies, organizations, and local residents. Continue to identify local partner organizations and their roles in urban agriculture.
2. Support and help further existing urban agriculture programs and projects in an effort to reach a common goal of fighting food insecurity in food deserts.
3. Assist with finding resources and funding for needed materials for site construction of new community garden sites, as requested.
4. Assist with finding a volunteer intern to work in the Urban Greens program for summer 2021.

Education and Outreach

1. Develop and hold public outreach and educational programs to promote the MSWCD Urban Agriculture Program.
2. Work with partner agencies to educate and train citizens, volunteers, organizations and agencies on topics such as urban agriculture best management practices (soil testing and amending, water conservation, etc.), gardening, healthy eating, food storage, food preparation, etc.
3. Develop/create or secure educational/training materials and programs as needed for the actual “hands in the dirt” activities of site preparation and the growing of food.
4. Recruit and train community volunteers.
5. As needed, use the MSWCD website and newsletter, social media, and local television and radio stations to educate residents about the program and promote educational events and happenings.
6. Work with school agriculture teachers to develop urban ag classroom activities and presentations and hands-on learning opportunities in the gardens.

Technical Assistance

1. Design and develop plans for community gardens in Muskingum County.
2. Perform site reviews and selection(s).
3. Identify technical assistance needed at the site(s) and issues and problems with projects, and develop feasible solutions. Provide urban agriculture technical assistance to agencies, organization, and citizens.
4. Prepare sites for community gardens/urban agriculture; this may include, but is not limited to, taking and analyzing soil and water samples (in fall), making fertility recommendations, implementing best management practices, overseeing and assisting with site construction, etc.
5. Provide hands-on learning experiences for citizens, volunteers, organizations and other agencies on site preparation and gardening – planning, planting, growing, and harvesting.
6. Help identify additional locations for community gardens/urban agriculture sites.
7. Promote best management practices and other technical assistance provided by SWCDs and NRCS.
8. Continue to provide educational and technical support for the Zanesville Community High School Farm to School garden, the Summer Lunch Program, and Zanesville City Schools Legacy Garden site.

Other Duties

1. Assist with the necessary reports as required by the MSWCD and other grant fund sources.

Guidance and Supervision

The position incumbent is responsible for making his/her appointments, for developing his/her schedule and changing the schedule as necessitated by requests for assistance and by weather conditions.

Direction and daily supervision will be provided by the District Administrator. Coordination of scheduled activities will occur at regular staff meetings. Work is occasionally spot checked for compliance by USDA-NRCS, and /or ODA – Division of Soil and Water Conservation.

Must communicate, orally or in writing, all work-related problems or concerns with the District Administrator.

Training

Specific technical guides, manuals, and handbooks are available for use. An appropriate training schedule will be developed on an annual basis by the employee and the District Administrator. The training will include on-the-job, modules, one-on-one, classroom methods and outside sources and may be provided through the MSWCD, ODA – Division of Soil and Water Conservation, ODNR- Division of Forestry, ODNR- Division of Wildlife, USDA- NRCS or outside sources.

Performance Review

Performance will be evaluated by the MSWCD Board of Supervisors or their designee through regularly scheduled performance evaluations. The performance of each duty in this position will be evaluated against the requirements developed within the standard of performance for the position. A formal performance review will be conducted annually with the employee as described in the approved Employment Policy. The performance rating is an overall evaluation of the employee's performance in the judgment of the MSWCD Board of Supervisors.

During the annual review, career opportunities, salary advancement, and items concerning the employee's professional growth and employment will be discussed. The employee agrees that all programs and services of the MSWCD, ODA and USDA- NRCS are offered on a nondiscriminatory basis, without regards to race, color, national origin, age, sex, religion, marital or family status, disability, retaliation, political beliefs, sexual orientation, genetic information or handicap.

Employment Agreement

All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Muskingum Soil and Water Conservation District.

This position description in no matter states or implies that these are the only duties and responsibilities to be performed by the position incumbent, who will be required to follow other instructions and perform duties required by the position's supervisor or designee.

Adopted:

I understand and will perform to the best of my ability the job duties and requirements specified in this position description. **I also understand that this position is an intermittent, part-time, grant funded position that may end on December 31, 2021.**

Board Chairperson

Date

Employee

Date

Adopted by the Muskingum Soil and Water Conservation District Board of Supervisors as recorded in the official minutes of the September 13, 2016 Board Meeting. Updated and approved by the MSWCD Board of Supervisors as recorded in the November 14, 2017 minutes. Updated and approved by the MSWCD Board of Supervisors as recorded in the November 13, 2018 minutes. Updated December 2020.