

4 County Manure Nutrient Management Assistant- *Job Description*

Responsibilities of Manure Nutrient Management Assistant

Administrative Support:

1. Assist with MNM Program responsibilities in a timely manner.
2. Coordinate and promote MNM program outreach events and educational opportunities for youth and general population in the 4 county region.
3. Write and edit newsletter articles, press releases, blog posts and social media content that relates to the MNM program and is relevant to livestock producers. Provide content to each SWCD for their use and benefit.
4. Coordinate MNM newsletter and other communication channels of the program.
5. Maintain contact/mailling lists (regular and electronic) for livestock producers in each county.
6. Enter all program data into SWIMS or other required reporting software for each county.
7. Prepare monthly progress report of MNM program staff for each county Board of Supervisors meeting.
8. Understand and promote all conservation program options, whether local, state or federal, to livestock producers to address resource concerns.
9. Attend monthly Board meetings in alternating, rotational schedule with Specialist in each county to deliver progress report and program updates.
10. Attend quarterly DPA Planning Meetings.

Program Support:

1. Provide friendly and courteous assistance to livestock producers, whether in person, over the phone or via digital communications.
2. Organize, request, remind and file necessary pieces of information from producers to complete CNMP's and/or nutrient management plans in timely manner, so MNM Specialist can write plan.
3. Maintain filing system for MNM program, including individual active cooperator files and historical/Bd approved files.
4. Assist with Senate Bill 1 legislation communications, compliance, enforcement and reporting, as necessary and directed.
5. Stay up-to-date on legislation, BMP's, research, current issues and conservation impacts in regards to manure nutrient management.

NRCS Staff Support:

1. Assist in the assembly and mailing of conservation plans, program determinations, large program mailings that are of interest to livestock producers in the 4 county region.
2. Provide outreach assistance to livestock producers about conservation program sign-ups, options and details.

All duties and actions taken by the occupant 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 each and every one of the four county Soil and Water Conservation Districts.

Supervision:

This position is under the supervision of the MNM Joint Board. The daily supervisor will be by the Seneca County Team Leader, with guidance and work priorities from the MNM Specialist.

Other Duties:

Additional assignments and duties will be provided by the Team Leader and the MNM Joint Board of Supervisors.

Performance Review:

The performance of each duty in this position will be evaluated against the requirements developed for your position. A formal performance review will be conducted annually with the Joint Board and all county administrators. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor(s). During this review, career opportunities, salary advancements and items concerning your professional growth and employment are discussed. The employee agrees that all assistance is provided without regard to race, color, national origin, age, sex, religion, marital status and handicap.

As the MNM Assistant of the 4 County MNM Program, I accept the above as the description of my position and will carry out the under said duties to the best of my ability.

It is understood that my position description is subject to change at any time by the Joint Board of Supervisors and if in the best interest of the cooperators of each county shall be carried out willingly. I understand that training plans will be developed which reflect my job requirements and my training needs. I will participate in training opportunities that are provided for this position.

MNM Assistant

Date

Seneca District Team Leader

Date

MNM Joint Board Chairman

Date