

MCHENRY COUNTY CONSERVATION DISTRICT
RESOLUTION #20-103

**AUTHORIZING THE ESTABLISHMENT OF A NEW POSITION OF AGRICULTURE
ECOLOGIST (TECHNICAL/PROFESSIONAL - GRADE 18) IN THE LAND PRESERVATION
AND NATURAL RESOURCES DIVISION EFFECTIVE APRIL 1, 2021 AND
DISCONTINUATION OF THE AGRICULTURAL SERVICES COORDINATOR
(ADMINISTRATIVE - GRADE 17)**

WHEREAS, the McHenry County Conservation District (hereinafter referred to as the "District"), is a conservation district organized and existing under the laws of the State of Illinois (70 ILCS 410); and

WHEREAS, staff presented an extensive Board Summary on the history of the Farm Program and the need to elevate the current part-time Agricultural Services Coordinator position to full-time in order to meet the growing demands of the program; and

WHEREAS, the Farm Program is an essential long-term part of the District's natural resource management efforts and future budget funding plans; and

WHEREAS, the current employee in the part-time position has indicated that he will be retiring permanently at the close of the 2020 calendar year; and

WHEREAS, the parties hereto have determined that it is in the best interest of the District to establish a new full-time position of Agriculture Ecologist (Technical/Professional - Grade 18) as presented.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the District that it is necessary, desirable, and in the best interest of the District to establish a new full-time position of Agriculture Ecologist (Technical/Professional - Grade 18) for the 2021-22 Fiscal Year to be included in the FY 2022 Budget, and the President and Secretary of the Board of Trustees are hereby authorized to execute this resolution and any documents necessary to execute the intent of this resolution.

IN WITNESS WHEREOF, this Resolution #20-103 has been executed this 19th day of November, 2020 by the President and attested by the Secretary of the Board of Trustees of the District.

Ayes: 7

Nays: 0

Absent: 0

Abstain: 0



JOHN HENNING, RESIDENT
BOARD OF TRUSTEES



CAROLYN CAMPBELL, SECRETARY
BOARD OF TRUSTEES

McHenry County Conservation District Job Description

Job Title: Agricultural Ecologist
Division: Land Preservation & Natural Resources
Reports To: Natural Resources Manager
FLSA Status: Exempt Full Time
Location: Lost Valley Visitor Center
Salary Level: 18 (Technical/Professional)
Approved By: Executive Director
Approved Date:
Modified:

Summary

The Agricultural Coordinator is responsible for administrative, field and managerial work associated with the implementation and management of the District's Farm Management Program.

The individual in this position must interact positively and professionally with Division directors and managers, all District employees, landowners, farm operators, other area agencies, members of the business and legal communities, and the general public.

Work is performed with considerable independence and latitude that requires high levels of good judgment, tact and diplomacy in carrying out delegated accountabilities. Work is reviewed through an evaluation of reports, records and program results, as well as through conferences and inspection of sites.

Essential Functions and Responsibilities include the following. Other functions may be assigned.

1. Maintains regular contact with farm operators participating in the District's Farm Lease Program. Handles routine correspondence, answers general inquiries about the Program, develops annual meeting agendas, reserves meeting space and organizes annual meeting program.
2. Serves as the District representative on agriculture related committees and organizations such as the Farm Bureau, Future Farmers of America, 4H, local food production and sustainable farming groups and others as required.
3. Prepares annual report on the District's Farm Lease Program and provides information to the Director of Land Preservation for inclusion in the annual Division Report.
4. Prepares applications and obtains regulatory permits required for farm infrastructure work as necessary.
5. Prepares and maintains a comprehensive list of farm infrastructure currently part of the Farm Lease Program and develops a maintenance, repair and replacement schedule for such infrastructure. Prepares annual infrastructure project list for inclusion in the Division budget.
6. Develops new conservation plans for District lands entering the Farm Lease Program and updates existing Conservation Plans on a regular basis. Coordinates with the farm operators, Natural Resource Conservation Service, McHenry County Soil and Water and the Farm Service Agency as needed on such plans.
7. Coordinates yearly soil testing contract, identifies fields to be sampled and ensures data is received in a useable format and uploaded into the District's GIS database.
8. Develops a schedule for compliance checks on all lands in the Agricultural Lease Program to ensure compliance with District conservation plans. Notifies farm operators about non-compliance issues and ensures that remedial action is completed in a prompt and professional manner.

9. Works on ecological restoration activities with other staff within the Land Preservation and Natural Resource Division when activities relate to the Farm Lease Program.
10. Oversees the District's Joint Grassland Venture Program, ensuring the cutting dates, hay bale removal, field access and other lease details are carried out as agreed upon and acts as the primary contact for bringing non-compliant lease activity into compliance.
11. Prepares periodic farm lease operator survey and ensures responses are received in a timely manner. Coordinates with the GIS Specialist to ensure the data received is uploaded into the Agricultural Database.
12. Collects field data as necessary, including GIS data, to track the conservation performance of lands enrolled in the Farm Lease Program. Creates a schedule for various data types and collection intervals and times. Coordinates with the GIS Specialist to ensure such data is uploaded into the Agricultural Database.
13. Engages in educational outreach to farmers, organizations and general public as such outreach is related to the District's Farm Lease Program.
14. Coordinates with the Land Administration and Preservation Manager on farm lease negotiations as well as with the Accounting Supervisor on farm lease billing.
15. Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks

Marginal Functions include the following

N/A

Supervisory Responsibilities

This job may have occasional supervisory responsibility for interns or seasonal workers.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A. / B.S.) from four-year college or university either in Agriculture or Integrated Resource Management, Agronomy, Human Ecology, Sustainable Agriculture, Natural Resources, Agroecology, Ecological Horticulture, or other closely related field; two years related experience; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

1. Possess a valid driver's license.
2. Possess or the ability to obtain First Aid/CPR certification within one year from date of employment.

Other Qualifications

1. Working knowledge and well-developed understanding of Midwestern soils, especially as they related to sustainable farming, crop productivity and farm drainage.
2. Working knowledge of contract administration.
3. Knowledge of budgeting and public bidding/ contracting.
4. Knowledge of sound agriculture industry business practices while encompassing natural resource management.
5. Advanced knowledge of sustainable farming practices, including but not limited to, conservation grazing, cover crops, soil erosion control measures, integrated pest management techniques, fertilizer and pesticide management, farm drainage, etc.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have a good knowledge of Microsoft Word, Excel, Access, Outlook, and PowerPoint as well as Geographic Information Systems (GIS) software programs.

Other Skills, Abilities, and Requirements

1. Proven ability to maintain confidentiality at the highest level in the organization.
2. Analytical skills necessary to prepare detailed reports, analyze and understand complex natural resource and planning issues, and interpret government programs, planning documents, aerial photography, surveys, and maps.
3. Demonstrated ability to work closely and interact effectively with farmer operators, staff, site neighbors, and others.
4. Leadership abilities and comfort in working in a team environment and speaking before the general public.
5. Ability to work independently with minimal supervision
6. Ability to maintain a highly professional attitude under the daily pressures and deadlines.
7. Ability to drive a motorized vehicle to perform various job related functions.
8. Ability to perform natural resource and agricultural site assessments.
9. Considerable interpersonal skills and leadership skills needed to effectively communicate and maintain effective working relationships with other District staff, Board of Trustees, elected and appointed public officials, land owners, civic groups, other agencies, consultants, and the general public.
10. Ability to effectively direct staff and contractors, present project plans orally and in writing, coordinates planning and administrative activities with other departments, represent the District in public meetings, negotiate with leaseholders, and maintain positive relationships with the public.
11. Ability to set priorities as well as coordinate and manage multiple projects at the same time.
12. Ability to function effectively when priorities change.
13. Ability to deal with deadline-oriented pressures and inconsistent hours based on workload.
14. Ability to be creative and flexible when structuring leases.
15. Ability to develop and implement short and long-term goals as well as work plans for the District.
16. Considerable written and oral communication skills.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Generally, performs work duties indoors using a computer. While performing the duties of this Job, the employee is also occasionally exposed to outside weather conditions with this work exposing the individual to various weather conditions, including hazardous working conditions and materials while performing field surveys or inspections. The noise level in the work environment is usually quiet.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.