

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AGRICULTURE LAND AND WATER RESOURCE SPECIALIST I

POSITION CODE: 00831

Effective: 9-1-98

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, receives and completes assignments of limited scope involving soil conservation, farmland protection and mined land reclamation programs/projects; assists in the administration of the Soil and Water Conservation Districts Act and the Farmland Preservation Act (FPA) and reviews state, federal and local government projects for compliance with the FPA and mining permit applications pursuant to the Surface Coal Mining Land Conservation and Reclamation Act (SCMLCRA); receives and completes assignments of limited scope involving project review activities; gains familiarity with Soil and Water Conservation District (SWCD) high priority natural resource problem areas, SWCD long-range programs and projects outlined in the annual work plan; attends SWCD board meetings and council meetings; functions in a liaison capacity between the Bureau of Land and Water Resources, SWCDs, SWCD employees, Advisory Committees, etc., and federal, state and local agencies and organizations involved with land and water resource protection, conservation and other actions and programs affecting land and water resources.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives orientation and training to become familiar with the laws, procedures, practices, establishes guidelines and work practices associated with advising SWCDs on procedures and obligations.
2. Receives and completes assignments of limited scope, progressing to semi-management of program/projects; assists in the development of long-range programs, annual work plans and attends assigned SWCD monthly and annual meetings; conducts SWCD record keeping audits to determine compliance or noncompliance with established policy; evaluates and analyzes agricultural impacts associated with state, federal and local agency programs/projects affecting farmland.

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3. Gains knowledge of the different activities associated with SWCDs, mined land reclamation and farmland preservation; attends board and council meetings providing guidance and advice relative to conservation programs, organizational guidelines, powers and duties of SWCD directors; reports requirements as outlined in the Soil and Water Conservation Districts Act; assists in the review process of mining permit applications; ensures that agricultural interests for cropland and pasture reclamation standards are adhered to as outlined in the SCMLCRA; provides technical advice on policy development concerning agricultural issues; prepares detailed comment letters as part of the review process.
4. Assumes responsibility for the development and promotion of land and water conservation and protection programs; provides assistance in coordinating no-till test plots and tillage demonstrations; encourages SWCDs to participate in land and water conservation and protection programs/practices; provides technical assistance to local governments concerning the Land Evaluation and Site Assessment Systems and Agricultural Areas.
5. Participates in the review and evaluation of regulations, working agreements, legislation and proposed changes thereto for impacts to land and water resources; functions as a liaison between the Bureau of Land and Water Resources and SWCDs, and their employees, advisory committees, etc., to further program goals.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in agriculture, natural resources management, conservation, agricultural economics, land use planning, geography, public/business administration and rural sociology.

Work related experience such as a local SWCD technician or as a Natural Resources Conservation Service technician may be substitutable for the college course work on a year-for-year basis.

AGRICULTURE LAND AND WATER RESOURCE SPECIALIST I (Continued)

Knowledge, Skills and Abilities

Requires elementary knowledge of the organizational structure and functions of SWCDs.

Requires elementary knowledge of the rules and regulations under which the SWCDs operate.

Requires elementary knowledge of the effects on water quality from erosion and sedimentation and the discharge of agricultural waste.

Requires elementary knowledge of the watershed topography as it relates to agriculture, conservation and other potential areas of watershed problems.

Requires elementary knowledge of factors leading to farmland conversion to other uses.

Requires elementary knowledge of simple mathematical computations.

Requires elementary knowledge of the Soil and Water Conservation Districts Act, the Farmland Preservation Act, Water Use Act, Sustainable Agriculture Act and the Surface Coal Mining Land Conservation and Reclamation Act.

Requires elementary knowledge of the surface mining methods and reclamation techniques.

Requires elementary knowledge of map drawing to scale and interpretation.

Requires elementary knowledge of soil testing, soil typing, fertilization and adaptable crop and pasture plants.

Requires working knowledge of proper record keeping and reporting procedures.

Requires ability to gather, compile, and draw conclusions from a variety of agriculture data and other related information.

Requires ability to analyze the activities of SWCDs against written guidelines preparatory to recommending acceptance or rejection of their request for financial aid.

Requires ability to conduct procedural and routine record keeping audits of SWCD operations.

Requires ability to meet with and advise SWCD directors and SWCD employees.

Requires ability to investigate and assess the land and water resource problems in assigned areas of the State.

Requires ability to express self effectively orally and in writing.

Requires ability to coordinate and provide technical assistance to mining industry and agency personnel concerning the provisions of the Surface Coal Mining Land Conservation and Reclamation Act.

AGRICULTURE LAND AND WATER RESOURCE SPECIALIST I (Continued)

Knowledge, Skills and Abilities (Continued)

Requires ability to assess the viability of farmland for long term agricultural production.

Requires ability to interpret and explain department policies and procedures.

Requires ability to evaluate proposed agency programs to determine their impact on the State's resources.

Requires ability to develop and maintain satisfactory working relationships.