

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

AGRICULTURE LAND AND WATER RESOURCE SPECIALIST II

POSITION CODE: 00832

Effective: 9-1-98

DISTINGUISHING FEATURES OF WORK:

Under direction, functions as a project specialist/advisor to soil and water conservation districts, SWCD directors and their employees, support personnel, advisory committees and persons associated with the implementation of the Soil and Water Conservation Districts Act and to state entities named in the Farmland Preservation Act and other related Acts; evaluates, develops and coordinates programs for SWCDs; advises on the operational needs of the SWCDs assuring compliance with the Act; plans, organizes and attends SWCD board and council meetings, educational conferences and workshops concerning conservation practices; reviews mine reclamation permit applications, inspects mined land reclamation for agricultural use, collects crop samples, prepares comment letters stating compliance or noncompliance pursuant to the Surface Coal Mining Land Conservation and Reclamation Act; serves as a liaison between the Bureau of Land and Water Resources, SWCDs and federal, state and local governments to represent, transmit and collect information as it relates to the department's land and water resource conservation and protection programs and responsibilities; analyzes projects to determine degree of impact they have on farmland conversion to other uses; develops policy statements and working agreements which contain the methods and procedures of reviewing federal, state and local government project proposals; assists SWCD personnel and county officials in planning, organizing and promoting land and water resource protection and conservation programs/projects, e.g., conservation practice tours, tillage demonstrations, Agricultural Areas; the Land Evaluation and Site Assessment System (LESA), etc.; represents the agency's interests in inter/intra-agency boards, commissions and planning groups.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Evaluates, reviews and consults with SWCD directors and staff and federal, state and local government representatives concerning farmland conversion, mined land reclamation, water conservation and protection projects/programs; erosion and sediment control and water quality improvement programs, assures adherence to various Acts and Department of Agriculture policy; prepares reports and makes recommendations to assist in land use decision making.

## AGRICULTURE LAND AND WATER RESOURCE SPECIALIST II (Continued)

2. Attends SWCD monthly board and council meetings and meetings organized by or for units of federal, state or local government; plans, develops, organizes or assists SWCD, council or government members in the preparation of educational workshops, conferences and tillage demonstration tours; provides technical assistance to local governments in the development and implementation of Land Evaluation and Site Assessment Systems and Agricultural Areas (agricultural preservation districts); provides information which will benefit land and water conservation and protection efforts/programs.
3. Evaluates current SWCD operations, and develops new methods to improve programs; reviews and comments on mined land reclamation plans; inspects mined land reclamation permit areas assuring accuracy of submitted information; advises SWCDs, provides administrative assistance to SWCDs and conducts procedural and routine record keeping audits of SWCDs to determine compliance or noncompliance with established policy.
4. Develops natural resource educational programs; develops and prepares publications and presentations; informs SWCD personnel of regional workshops and activities in other SWCDs and administrative and policy changes; prepares detailed and descriptive reports covering mine reclamation inspections, investigations and test plot studies on reclaimed cropland.
5. Represents the department at various inter/intra-agency committees and assigned task forces; speaks before civic and service oriented groups on land and water resource conservation and protection practices, topics or projects.
6. Functions in a liaison capacity with other federal, state and local agencies; serves as a consultant to agency staff researching and defining soil and water conservation district related programs, policies and projects related to the conservation and protection of the land and water resources.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## AGRICULTURE LAND AND WATER RESOURCE SPECIALIST II (Continued)

### 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, rural sociology, agricultural economics, land use planning, geography, and public/business administration.

Requires two years of professional experience in land and water conservation program development and implementation, conducting research in land and water resource issues or in mined land reclamation.

#### Knowledge, Skills and Abilities

Requires working knowledge of factors leading to farmland conversion.

Requires working knowledge of map drawing to scale and interpretation.

Requires working knowledge of reclamation techniques utilized by the State's coal mining industry.

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

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

Requires extensive knowledge of the effects of water pollution caused by silt damage and the discharge of agricultural wastes.

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

Requires extensive knowledge of the Soil and Water Conservation Districts Act, the Farmland Preservation Act, the Surface Coal Mining Land Conservation and Reclamation Act, and other related Acts.

Requires extensive knowledge of proper record keeping and reporting procedures.

Requires thorough knowledge of the methods, procedures and techniques utilized in determining the impact of various federal, state and local governmental project proposals will have on the State's land and water resources.

Requires ability to independently plan, assess and develop projects by gathering, compiling and drawing conclusions from a variety of agriculture data and other related information.

## AGRICULTURE LAND AND WATER RESOURCE SPECIALIST II (Continued)

### Knowledge, Skills and Abilities (Continued)

Requires ability to coordinate and provide technical assistance to different agency personnel concerning the provisions of the Soil and Water Conservation Districts Act, Farmland Preservation Act, Water Use Act, Sustainable Agriculture Act and the Surface Coal Mining Land Conservation and Reclamation Act.

Requires ability to interpret and explain department policies and procedures and 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 land and water resource problems.

Requires ability to effectively express self orally and in writing.

Requires ability to use electronic data processing equipment.

Requires ability to develop and maintain satisfactory working relationships.

Requires ability to evaluate proposed governmental agency projects and programs to determine their impact on the State's land and water resources.

Requires ability to prepare recommendations regarding the agency's policies, programs, plans, etc.

Requires ability to conduct field inspections of project site.

Requires ability to verify accuracy of information submitted in project or permit applications.

Requires ability to use soil probe, calculator and planimeter.