

**AGRICULTURAL OUTREACH SPECIALIST
LAND AND WATER CONSERVATION DEPARTMENT**

POSITION DESCRIPTION

I. Position Summary

This position is under the general supervision of the Land Resources Director. The Agricultural Outreach Specialist designs, delivers, and evaluates research-based agricultural and natural resource educational programming and services aligned with identified primary programmatic focus areas. The Agricultural Outreach Specialist provides leadership, instruction, and service by working with Columbia County individuals and groups to meet their individual and collective needs. This position will be responsible for the ongoing evaluation of community-based agricultural and natural resource educational needs.

Essential Duties and Responsibilities

1. The Agricultural Outreach Specialist position's primary programmatic focus will include:
 - Crop production and management, including cropping systems, agriculture technology, integrated pest management, alternative crops, soil health, and nutrient management;
 - Agricultural economics, agricultural entrepreneurship, farm sustainability, and agricultural risk management;
 - Farm financial/business management;
 - Dairy production and management;
 - Non-dairy livestock production and management;
 - Land use and environmental issues; and
 - Horticulture
2. Coordinating and distributing periodic agricultural newsletters, brochures, and flyers.
3. Responsible for coordinating and administering informational and educational programs/training.
4. Utilize knowledge of local community and partners to identify needs and deliver relevant programming and services.
5. Evaluate and report on programming effectiveness.
6. Provide educational support for local agricultural groups.
7. Deliver program services through farm visits, workshops, pasture walks, facility tours, or other appropriate methods.
8. Create a work plan that identifies local audiences and describes primary programmatic focus needs and steps that will be implemented to address those focus needs.

II. Educational Requirements

1. Required: Bachelor's degree in agronomy, soil science, agriculture, entomology, plant pathology, natural resources, animal science, dairy science, and/or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
2. Preferred: Master's degree in agronomy, soil science, agriculture, entomology, plant pathology, natural resources, animal science, dairy science, and/or any combination of education and experience that provides equivalent knowledge, skills and abilities.

III. Knowledge and Skills Required

1. Ability to work with minimal supervision once the on-the-job training is completed.
2. Strong interpersonal skills and demonstrated ability to build and maintain effective working relationships with agencies, citizens, community-based services, co-workers, and organizations.
3. Ability to understand and effectively carry out oral and written instructions.
4. Ability to communicate effectively using a variety of methods and technology.
5. Ability to effectively work with people from diverse backgrounds.
6. Ability to determine and understand the various programs, agencies, and partners the department deals with.
7. Basic knowledge of conservation practices and agricultural practices desirable.
8. Experience managing multiple tasks, timelines, and schedules while maintaining high quality work.
9. Demonstrated skills in interpreting, utilizing, and applying evidence-based information and research findings.
10. Demonstrated success in developing, delivering, and evaluating educational programs.
11. Ability to fully utilize Word, Excel, Power Point, Access, and ArcMap.
12. Ability to utilize SnapPlus Nutrient Management Software
13. Basic knowledge of Certified Crop Advisor (CCA) principles and ability to work towards accreditation.
14. Valid Wisconsin Driver's license.
15. Expected to maintain automobile liability insurance.

IV. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing, and walking.
2. Visual acuity.
3. Ability to hear normal conversation.
4. Ability to communicate in a clear manner.
5. Good manual dexterity of hands and fingers.
6. Able to lift/carry/push/pull at least 50 pounds.

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated within this description.