

## Ag Specialist Position Guidelines

- 40 hrs per week
- Starting pay range \$19-21/hr, dependent upon experience
- Benefits available
- 90-day probationary period
- References name/contact information must be listed on resume
- Deadline to apply – March 10, 2026
- For questions, contact Sandy at 740-885-3313
- E-mail resumes to [slahmers@wcgov.org](mailto:slahmers@wcgov.org) or
- Resumes, if mailed, must be postmarked by March 6, 2026
- Send resume to: Washington SWCD  
Resume  
21330 State Rt 676, Ste E  
Marietta, OH 45750

**WASHINGTON SOIL AND WATER CONSERVATION DISTRICT  
POSITION DESCRIPTION**

An Equal Opportunity Employer

Position Title: District Ag Specialist

For:

Reports to: Board of Supervisors

Office Supervisor: Washington SWCD District Program Administrator

Employment Status: Full Time

**ESSENTIAL FUNCTIONS**

Ability to use computers and programs such as Word and Excel and have the ability to learn in-house programs distinct to the SWCD or related field.

Participate in office activities when requested, such as newsletters and other staff member's programs requiring additional help.

Ability to give public presentations to area organizations, and help form new groups where interest is increasing.

Keep accurate records of time and attendance in the required BEEHIVE program. Timesheets should be updated daily.

Keeps projects entered and updated in BEEHIVE. All practices shall be mapped as soon as completed.

Become familiar with Current Ag Use Value (CAUV) to be able to make determinations of eligibility for County Auditor's office.

Make an average of 5 landowner visits per week to introduce the Washington Soil & Water District and offer assistance with a multitude of subject areas.

Research subject areas, making professional contacts where needed, as requested by landowners.

Perform follow-up visits/calls to landowners to answer remaining questions or provide information requested by them.

Organize workshops and field days based on topics suggested by landowners. Plan and participate in the execution of educational field days for both youth and adult.

Work with Ohio State University Extension Ag & Natural Resource Educator on educational events and publications.

Write newsletter, facebook, website and newspaper articles to disseminate information.

Take soil samples and interpret results for landowners with recommendations.

Assists NRCS with outreach efforts for programming and the promotion of federal conservation programs.

Keeps all trainings and tests up to date that are required by SWCD and NRCS.

Will attend trainings and complete online course work to become a Certified Conservation Planner.

Develops Grazing and Comprehensive Nutrient Management Plans for local farmers/landowners.

Keeps records as required to document application and planning needs.

Familiar with and able to communicate to land users and contractors the NRCS specifications of conservation practices.

Advises landowners on installing, scheduling and maintaining conservation practices. Some but not all of the practices included are: spring development, waterways, animal waste structures, critical area seedings, rotational grazing systems, fencing and others.

Explains and / or demonstrates to land users or contractors methods of installing conservation practices.

Stays on site during construction of conservation practice to supervise construction as needed or required.

Keeps NRCS technical representatives involved and up to date on planned or on going conservation practices from start to finish.

Follows up on work with land users by checking the progress and maintenance of installed conservation practices.

Assist NRCS technician on an as needed basis when construction warrants additional personnel.

Every effort will be made to receive **Job Approval** from NRCS on practices completed. This will include appropriate documentation.

Complete all other tasks as assigned by the program administrator or the board of supervisors.

Demonstrate regular and predictable attendance at work and related meetings.

Attend only to District related work during office hours.

## **WORK EFFORT**

**Demonstrate the work effort necessary to execute ESSENTIAL FUNCTIONS of the District Ag Specialist position to the satisfaction of the Washington SWCD Board of Supervisors, and execute any other work determined to be essential to the well being of the District by the Board of Supervisors.**

## **QUALIFICATIONS**

Two-year degree in Natural Resources related field or a high school degree with 2 years experience in a Natural Resources related field.

Must be experienced in word processing, typing, computer operations, must attend established work hours, and on occasion evening and/or day Board Meetings, evening, weekend and/or overnight meetings, functions, or training. Must be able to work with Federal, State, and local government entities; businesses; landowners and land users; and farmers.

Must be able to operate and correctly use motor vehicles, computers, printers, telephones, fax machine and other general office equipment. Must have a valid Ohio Driver's License, current applicable automobile insurance, and the ability to operate motor vehicles, being expected to drive in the performance of duties and execution of responsibilities.

## **SUPERVISION**

The Washington SWCD District Ag Specialist will work under the office supervision and the direction of the Washington SWCD District Program Administrator, but is expected to be capable of working independently of direct day to day supervision in the execution of duties. The Ag Specialist's daily activities are directly accountable to the Washington SWCD District Program Administrator, and ultimately accountable to the Washington SWCD Board of Supervisors. The overall direction of the program and related services, as well as the short term and long term focus of the associated responsibilities and duties will be established by the Washington SWCD Board of Supervisors. Any changes in the direction of the program and/or corresponding District policies will be at the discretion of the Washington SWCD Board of Supervisors.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Washington SWCD is an equal opportunity employer. It is the policy of the SWCD to provide equal employment opportunity to employees and candidates for employment. Accordingly, there shall be no discrimination against any employee or candidate for employment due to race, religion, color, national origin or ancestry, age, sex, disability or other unlawful bias. This statement is applicable to the policies governing recruitment, placement, selection, promotion, training, transfer, rates of pay and all other terms and condition of employment.

As an Equal Opportunity Employer, the SWCD will cooperate fully in the implementation of applicable laws in accordance with the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans With Disabilities Act, as well as similar Ohio laws and executive orders.

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District Ag Specialist                      Date  
Washington SWCD

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Chairman, Washington SWCD      Date  
Board of Supervisors