

Position Description

Employee Name:	Job Title: Agriculture Specialist
Employee Type: Regular	FTE: 1.0 (40 hours/week)
Hourly Rate: \$22-30 DOE	Supervisor: District Manager
FLSA Status: Non-Exempt	Benefits: Medical, Dental, Vision, Retirement
Effective Date:	Date of Last Revision: June 3, 2026

Position Summary:

The Agriculture Specialist's primary responsibility is to help agricultural landowners in Pacific County steward their land in order to protect critical areas and enhance agricultural viability. This includes developing, implementing and managing monitoring programs that assess the effectiveness of conservation practices implemented by the Conservation District with a focus on how they relate to the Pacific County Voluntary Stewardship Program. The position will help plan, organize, and coordinate wetland, soil, habitat, and other monitoring programs and projects; develop farm plans for local producers to address natural resource concerns as identified by the producer; apply for grant funding; manage farm projects; and coordinate with outside agencies and teams. The successful candidate will become a member of the District's team of conservation professionals working together to enhance and protect natural resources.

Job Duties

% of time	Job Function	Duties
70	Technical Assistance, Project Management and Monitoring	<p>Provide information and assistance to the general public and local landowners on natural resources, and best management practices with a focus on water resources. Create individual stewardship plans, farm plans, or natural resource management plans.</p> <p>Work with landowners, cooperators, project partners, and district staff to develop cost-share agreements and other funding contracts to assist with the implementation of conservation practices. Update and maintain a database of completed conservation practices. Lead in planning, organizing, and implementing adaptive monitoring projects and programs on private/public lands.</p> <p>Research various methods of monitoring and keep up to date on new and improved technologies and updates to the Voluntary Stewardship Program.</p> <p>Organize and coordinate logistics of sampling programs.</p> <p>Lead and oversee environmental data collection, management, and analysis and quality assurance/quality control throughout the process.</p> <p>Maintain proper use of District equipment during monitoring, by completing necessary repairs and inventory maintenance.</p> <p>Coordinate with other agencies and staff for data.</p>

20	Grant Writing	Lead grant research, writing, and reporting. Assist administration and management. Apply for and acquire conservation grants for project funding as needed.
5	Education and Outreach	Provide outreach and communicate program and project activities to co-workers, granting agencies, District Board of Supervisors, project partners, and the community. Enhance public awareness and knowledge of the value of healthy ecosystems, and the need to maintain diverse, productive, and sustainable watersheds. Inform the VSP Workgroup on watershed monitoring.
5	Other	Other duties as assigned.

REQUIRED QUALIFICATIONS

- Self-starter with a strong work ethic, innovative, and capable of working independently, and as part of a team, efficiently, and ethically. Ability to organize and plan own schedule of activities related to work goals and grant objectives. Prompt communication.
- Able to form new relationships and create trust between self and others.
- Strong organizational and written/verbal communication skills.
- The capacity to work with diverse individuals and groups and the ability to establish and maintain effective communication among all project partners.
- Bachelor's degree with major course work in agriculture, natural resource management, environmental sciences, or related fields.
- Two years experience with natural resource management and experience with agricultural activities/management.
- Successfully pass a federal background check and an additional background check which involves credit evaluation, driving record, and arrest history.

- A valid Washington State driver's license is required.
- Basic understanding of GIS
- Knowledge of the processes required to assess, plan, monitor and report on BMP implementation.
- High level of literacy in all MS Office/Google Suite applications (Word and Excel are essential).
- Organizational, report and informational writing, and research skills are required.
- Must be able to physically perform the tasks of the job in the field by traversing uneven ground in varied weather conditions and occasionally carrying up to 50 pounds of equipment and/or materials.

SKILLS AND ABILITIES DESIRED:

- Experience working directly with rural communities and private landowners.
- Knowledge of natural resource conditions, agricultural practices, and critical area resources in Pacific & Grays Harbor Counties.
- Demonstrated ability in coordinating, conducting, and facilitating meetings.
- Adaptability in maintaining accurate records.
- Knowledge of and experience working with conservation districts is beneficial.
- Knowledge and skill in livestock management, grazing practices, riparian management, and water quality standards.
- Data processing and research experience
- Water quality monitoring experience
- Statistical computing/analysis
- Grant development and writing