



JOB OPENING

ACCEPTING RESUMES THROUGH MAY 21, 2017

POSITION TITLE: PROGRAM SUPPORT SPECIALIST

SALARY: \$33,509 (BASED ON HOURLY RATE OF \$16.11/HR)

POSITION TYPE: GRANT CONTRACT EMPLOYMENT*

LOCATION: WICOMICO COUNTY, MD

START DATE: IMMEDIATELY

ABOUT US:

The Southern Maryland Resource Conservation and Development (RC&D) Board, Inc. is a nonprofit organization administering projects related to resource conservation, habitat restoration, forestry, agricultural preservation and wetland restoration. We were founded in 1971.

ABOUT THE POSITION:

The RC&D has entered into a Cooperative Agreement with the USDA Natural Resources Conservation Service (NRCS) to create and fund a program support specialist position to assist NRCS employees in NRCS field offices in a 4 county area (Dorchester, Wicomico, Somerset, and Worcester). The successful applicant will be responsible for the entering of application and contract data for several NRCS Programs into agency specific software programs and to prepare software generated reports. The principal work station for this position will be at the Agricultural Service Center located in Salisbury, MD.

The RC&D has entered into a Cooperative Agreement with the USDA Natural Resources Conservation Service (NRCS) to create and fund a soil conservation technician position to serve the NRCS Field Offices in a 4 County Area. The successful applicant will be responsible for providing technical support services to the Field Offices and scheduling the installation and application of conservation practices.

USDA's Natural Resources Conservation Service (NRCS) helps America's farmers and ranchers conserve the Nation's soil, water, air and other natural resources. We need people who want to apply their education and experience to make sure we all enjoy the benefits of productive soil, clean water, clean air, and abundant wildlife that come from a healthy environment. "Helping People Help the Land".

DUTIES AND RESPONSIBILITIES:

- Provides information to program applicants and participants, such as specific program and eligibility requirements; guidance on completion of required program application forms; and explanation of contract payment processes and requirements for program participation.
- Manages and processes conservation program applications. Analyzes problems with applications and takes corrective actions.

- Maintains contract documents in case files according to agency policy. Manages documents related to applications, contract implementation, status reviews, contract modifications, and cancellations or terminations.
- Provides administrative assistance on contract modifications as developed by the field office technical staff within the agency specific software.
- Assembles documentation required to process approved NRCS certified conservation payments. Provides quality assurance per agency policy and guidelines and processes payment applications within agency specific software.
- Assists with all assigned functions related to financial and program audits.
- Perform other related duties as assigned.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

Candidates must be High School graduates with at least 1 year of experience working in an office environment. Knowledge of agricultural operations and federal and state conservation programs is advantageous.

For this position, special experience is defined as experience providing the full range of administrative, financial assistance and technical support to internal and external stakeholders on conservation program activities, which included using automated systems to process applications, payments, and contract administration letters and documents.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Entrance on duty is contingent upon completion of a pre-employment security investigation. The position may be subject to a Public Trust background investigation at the time of appointment, and may be subject to reinvestigation every five years thereafter. A favorable adjudication of the clearance or background investigation at the time of appointment and on reinvestigations is a condition of employment.

Skill in operating personal computers and related software, hardware and printing equipment in order to create and generate reports, to locate and extract electronic files, and to format information for electronic dissemination. This includes knowledge of and skill in using Microsoft software and agency specific software and web services. Candidate must be able to work independently while effectively managing multiple assignments and priorities.

A clean criminal record verified by a standard background check with local, state and national law enforcement agencies. A security clearance is not a requirement.

Must possess and maintain a valid driver's license as a condition of employment. Some travel will be required with this position.

US Citizenship.

The ability to communicate and work well with others in a field or office environment.

The ability to have your wages sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.

FOR ADDITIONAL INFORMATION AND TO APPLY FOR THIS POSITION:

Please email Resume and Cover Letter and 3 professional references to: somdrccd@somdrccd.org

The Southern Maryland RC&D is an equal opportunity employer. All programs and services of the Southern Maryland RC&D Board are offered on a non-discriminatory basis, without regard to race, color, national origin, religion, sexual orientation, age, marital or family status, disability or political belief.

(This is a position that is funded through a Grant Agreement with NRCS and is contingent upon funding*