

## **Program Support Specialist**

**Status: Full Time; Non-Exempt**

### **PURPOSE**

The Program Support Specialist assists in the administration of the Virginia Agricultural Cost-Share (VACS) Program; residential septic and urban cost-share program; Virginia Conservation Assistance Program (VCAP); takes technical training as assigned to provide technical services related to soil and water conservation within Amelia, Nottoway and Prince Edward counties; and administers the Virginia Impounding Structure Regulations Program to fourteen watershed structures managed by the Piedmont SWCD. This position assists in carrying out the objectives in the Strategic Plan and Annual Plan of Work of the PSWCD and provides support to the District Manager and staff.

### **QUALIFICATIONS**

- Possess excellent organizational, time management, project management and multitasking skills.
- Knowledge of administrative and office procedures including business writing.
- Ability to prepare, interpret and apply policies and procedures.
- Knowledge of agricultural, natural resources and urban issues with emphasis on soil and water conservation.

### **SKILLS AND ABILITIES**

- Interpersonal Skills - Relates well to people; builds rapport; listens; develops effective relationships; uses diplomacy and tact; values people; is courteous and helpful.
- Planning Skills – Ability to determine steps of work tasks; schedules work tasks and projects efficiently; uses time wisely; sets goals; ability to work independently but also ability to ask for team assistance when necessary; event planning skills.
- Problem Solving - Uses logic and methods to solve difficult problems with effective solutions; Possess decision making skills.
- Action Oriented and Accountable – Accepts responsibility; initiates appropriate action; seizes opportunities when appropriate; dedicated to achieving goals.
- Oral and Written Communication - Ability to communicate clearly and succinctly in a variety of communication settings and styles; utilizes the most appropriate communication method.
- Technology – Ability to use computer software programs, including Microsoft Office products. Social media and Canva skills are a plus.
- A valid Virginia Driver's License is required.

### **DUTIES**

This position will work alongside the District Manager to learn the basics of the Virginia Agriculture Cost Share Program, Watershed Dam Program, Virginia Conservation Assistance Program, and any additional current grant programs that the District administers. The position will provide the following support to the District Manager and Board of Directors:

#### Operations Duties

- Promote and provide support to all cost-share/conservation programs
- Assist with the planning for outreach events, farm tours, partner meetings, etc.
- Complete computer application tasks for cost-share programs and other computer-related District programs.
- Administer the Virginia Impounding Structure Regulations program for the PSWCD and serve as the point of contact for PSWCD district dams. Keep current and accurate documents and records

required by VA Impoundment Structure Regulations and the District, including EAPs, contracts and inspection reports.

- Assist the District Manager with information for computer application tasks of the VACS Program and other computer-related district programs, including reporting requirements.
- Participate in all training programs organized for the purpose of providing the knowledge and skills to carry out the responsibilities of the position.

#### Administrative Duties

- Assist with preparing document packets and electronic files for board meetings.
- Maintain daily log for time reporting purposes and to report monthly activities to the District Manager for the Board of Directors.
- Manage District inventory, storage areas, computer systems, office equipment and vehicle maintenance.
- Prepare correspondence, reports and other related material as needed; Receive/sort mail; Maintain mailing list.
- Perform office functions such as answering phones and assisting clients.
- Assist with District and other agency education/outreach programs as availability permits.
- Perform other tasks as assigned by the District Manager or the Board.

#### **PHYSICAL WORKING CONDITIONS**

- Physical ability to perform tasks involving frequent walking over difficult terrain, lifting and carrying moderate weight (25#), and exposure to adverse weather conditions. Job tasks require mental, auditory and visual acuity.
- Office work includes extended periods of time at a computer terminal. Frequent telephone and personal contact with employees and the public is required.
- Ability to attend occasional out of town, overnight or weekend travel/work for trainings and meetings, as well as routine travel within the District.

#### **SUPERVISION**

This position reports directly to the District Manager and is under the direction of the Chairperson of the Personnel Committee.

#### **EDUCATION**

Graduation from an accredited college or university with a degree in business, public administration, conservation, education, or related field or equivalent experience.

#### **SALARY**

Salary \$42,000-\$65,000