

**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF MARYLAND EXTENSION (UME)**

POSITION ANNOUNCEMENT

Title: *Agricultural Nutrient Management Program Faculty Specialist*

Functional Title: *Agricultural Nutrient Management Program Director*

Position Number: 129014

Category Status: Faculty Non-Tenured, Continuing Contract

Unit: *AGNR-UME-Special Agriculture Programs*

Home Office Location: *College Park, MD*

Position Summary: The Agricultural Nutrient Management Program (ANMP) Director works collaboratively with the Assistant Director of Agriculture and Food Systems Extension (AgFS) to provide leadership for the ANMP which is dedicated to delivering education, research, and plan writing services in the field of agricultural nutrient management throughout Maryland.

Responsibilities Include:

- Oversee and coordinate ANMP proposal and budget development, program management, and facilitate both interagency and inter-college collaborations to enhance the capacity of the University of Maryland to provide nutrient management education and services.
- Coordinate and develop the annual ANMP plan of work and budget in accordance with guidelines from the Maryland Department of Agriculture (MDA) and U.S. Environmental Protection Agency (EPA), within university policies and ANMP goals.
- Strategically plan for ongoing ANMP development and innovative growth including working with University of Maryland Extension (UME) administration, and federal, state, and local community partners.
- Develop and adapt systems for ANMP fiscal management that comply with MDA and EPA guidelines.
- Develop ANMP procedures in accordance with university policies and MDA guidelines, and communicate these policies to campus, county, and state stakeholders and educators for reporting, program development, fiscal management, and supervision of personnel.
- Collaborate with the AgFS Assistant Director to develop the required reports for MDA, EPA, and stakeholders.
- Collaborate with AgFS faculty and staff to develop statewide program design, delivery, and outcomes.
- Supervise ANMP nutrient management specialists and advisors to provide nutrient management training and services.
- Provide daily management of the ANMP office staff on strategies for ongoing support to university and county ANMP efforts in program management, evaluation and reporting, proposal development, training, and growth.
- Coordinate and implement ANMP hiring procedures developed in coordination with College of Agriculture and Natural Resources (AGNR) Human Resources (and update when necessary) and serve as the Hiring Authority for all ANMP faculty and staff hires.
- Coordinate ANMP evaluation systems and impact assessment by ensuring that ANMP evaluation plans are aligned with MDA and EPA requirements, and UME goals, reporting systems, and impact teams.
- Collaborate with the AgFS Assistant Director, the ANMP Advisory Council, and the ANMP team to develop a marketing plan to communicate ANMP impact to the university community, Extension colleagues, MDA, EPA, and program partners and stakeholders.
- Assist nutrient management advisors and specialists with engaging and providing service to socially disadvantaged and underrepresented farmers.

- Oversee United States Department of Agriculture (USDA) Management Evaluation reviews.

Qualifications:

Required

- M.S. in soil science, agronomy, soil chemistry, nutrient management, or closely related field.
- Demonstrated ability to lead and manage an organization engaged in delivering services to the public.
- Five years of management experience in an agribusiness, higher education, non-profit, or similar field.
- Ability to work independently, manage multiple priorities, communicate clearly, and interact with a variety of audiences.
- Demonstrated experience with budget preparation and account tracking.
- Competency in the use of word processing and spreadsheet software.
- Demonstrated experience in personnel management, including coaching and mentoring.
- Working knowledge of agriculture and water quality issues.
- Demonstrated experience in maintaining organizational policies and procedures.
- Demonstrated teaching (extension/outreach) abilities
- The ability to work flexible hours, including evenings and some weekends.
- Must be able to travel within the state, have personal transportation, and a valid driver's license.
- This position is subject to a Criminal History Record Check and University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Preferences:

- Ph.D. in soil science, agronomy, soil chemistry, nutrient management, or closely related field.
- Experience with GIS and distance education pedagogy and technology such as CANVAS, Blackboard, or Storyline.
- Experience in working with volunteers, boards, councils and elected officials, and other stakeholders.
- Experience acquiring extramural funds.
- Certification by the MDA as a Nutrient Management Consultant.

Additional Certifications

Within one year of employment, achieve certification through the MDA as a Nutrient Management Consultant and maintain this certification.

Physical Demands of the Position:

- Work is primarily performed in an office environment based on the demands of business that day. Evening and weekend work is required.
- The position will frequently exchange information through verbal and written communication, with individuals of various ages, socio-economic, and educational backgrounds.
- Visual acuity is required to review and/or analyze written reports, spreadsheets, data, and figures for accuracy. This position will also research information and prepare written materials and presentations for annual reports, budget presentations, and/or Advisory Council or staff meetings. Extensive viewing of a computer screen is normal.
- Ability to sit and stand for long periods in meetings. Able to lift up to 30 pounds when involved in Extension activities in the field (farms).

Salary and Benefits:

Salary will be commensurate with experience. The University of Maryland offers an extensive benefits package.

Applications: All candidates must apply online at <https://ejobs.umd.edu/postings/116238>. A complete application packet includes a letter of application, a current resume/CV, copies of transcripts, and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

Closing Date: For best consideration, apply by **February 18, 2024** or until an acceptable candidate is identified.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.