



NRCS- AGRICULTURAL CONVERSATION EXPERIENCED SERVICES (ACES) OPEN POSITION

Arecibo, Puerto Rico

Conservation Planning Technician

Senior Service America, Inc. is recruiting for a position within the NRCS Agriculture Conservation Experienced Services (ACES) Program which provides support to the U.S. Department of Agriculture (USDA). Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States. Selected candidates will also be required to undergo a federal security background check.

Roles & Responsibilities: Supports the Programs Staff with pre-audit, implementation and evaluation of various Farm Bill Programs. Works with Program Managers and District Conservationist ensuring that appropriate supporting documents substantiate payment requests. Assists staff with the review of open obligations and quarterly certifications.

Duties include:

- Gathers and compiles planning data for ranking and evaluation of program applications.
- Assist in the planning and application of cultural, vegetative and management practice. Determine practices needed and feasibility. Assist in developing conservation plans and Farm Bill Program contracts using Toolkit and ProTracts.
- Assists in the completion of supportive documentation including RUSLE 2, environmental evaluations, etc.
- Assists with assembling and submitting payment applications.
- Compiles customer plan folders. Updates manual as required. Maintains records.
- Conducts field checks and gather information for status review Assists the NRCS employees with field work as needed.

Qualifications & Educational Requirements: HS diploma; 5 years working in conservation planning, Preferred Skills -Microsoft Suite (Word/Excel/ Access) Valid PR Driver's license; strong analytical and financial skills required. Travel required

Hours & Compensation: Part time position; wage rate - \$11.83 per hour; vacation and sick leave.

To Apply: E-mail resume to: resumesmd@ssa-i.org. In the Subject Line of email, please type *Conservation Planning Technician*.