

WHEATLAND COUNTY POLICY HANDBOOK	
A.S.B. - Agricultural Fieldman Job Description	
POLICY NO.: 5.8.1	DATE: Jan. 5, 2005

The Agricultural Fieldman is the leader of the Agricultural Service Board staff. The position includes administrative, regulatory, supervisory, and public relations duties.

Direction:

The Agricultural Fieldman is responsible to the Chairman of the Agricultural Service Board regarding ASB policies and programs, and to the County Manager regarding County policy.

Duties and Responsibilities

ADMINISTRATIVE

1. Prepare, recommend, and implement Board policy.
2. Plan, administer and evaluate programs.
3. Prepare and manage the Agricultural Service Board operating and capital budget.
4. Secure available grants and justify expenditures.
5. Prepare and present regular written reports to the Board.
6. Provide recommendations to the Board regarding operational, administrative, program, or capital requirements.
7. Maintain an audit able record keeping system and inventory.
8. Record minutes at Agricultural Service Board Committee meetings in the absence of the County Manager.
9. Together with the Board Chairman, prepare and issue an annual report on Board activities.
10. Manage soil reclamation requirements.

SUPERVISORY

1. Hire, train, orientate and supervise Agricultural Service Board staff members.
2. Determine and place ASB staff within the Agricultural Service Board salary schedule.
3. Review and update the Agricultural Service Board Guide to Program Operations Manual.
4. Subordinate positions include as Assistant Agricultural Fieldman, ASB seasonal positions, and the Rural Extension Specialist.
5. Designated to participate in the Wheatland County Emergency Response Plan.

REGULATORY

1. ASB Act - execute responsibilities and administer.
2. Weed Control Act (Inspector) - execute inspection and enforcement of noxious and restricted weeds on private and public lands and railways, including inspection and licencing of seed cleaning plants.
3. Agricultural Pests Act (Officer) - execute inspection and enforcement of declared pests including issuing restricted devices for declared nuisances.

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Page Two

4. Soil Conservation Act (Officer) - execute inspection and enforcement in areas experiencing severe soil loss from wind and water erosion.
5. Alberta Environmental Protection and Enhancement Act (Inspector) - inspection of reclaimed wells, pipelines, sand/gravel disturbances.
6. Livestock Diseases Act (Inspector) as directed by AAFRD.
7. Forest and Prairie Protection Act (Fire Guardian) - issuing of burning permits related to agricultural lands.

PUBLIC RELATIONS

1. Address public inquiries & complaints.
2. Execute public awareness and educational avenues to maintain the profile of the Agricultural Service Board in the community.

EDUCATION & TRAINING

1. Post secondary education in Agriculture or a related discipline.
2. Experience and/or training in administration.
3. Basic computer skills.
4. Pesticide Applicator Certificate of Qualifications with minimum categories of Agricultural and Industrial.
5. Form 7 Permit to Use and Issue Nuisance Control Devices.