

Department: Soil & Water Conservation District
Classification: Competitive
Grade: Ungraded

SPEC DISK AA
DOCUMENT 20

CONSERVATION DISTRICT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for overseeing, coordinating, administering, implementing, and supervision of applying various kinds of conservation and natural resource practices on both private and public lands in the Soil and Water Conservation District. The work is carried out in accordance with standard, well established, and proven environmental conservation practices and procedures, and approved by the Board of Directors. The work is performed under the general direction of the Board of Directors, with wide leeway allowed for the exercise of independent judgment in carrying out the detail of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Grant administration, including development of work plans, survey, design, cost estimates, layout, contract preparation, implementation, construction inspection, documentation and supervision of natural resource conservation practices, and collection of field measurements necessary for completion of Comprehensive Nutrient Management Plans;

Coordinates district activities with agencies assisting the district, including, but not limited to, USDA Natural Resources Conservation Service, USDA Farm Service Agency, NYS Department of Environmental Conservation, NYS Department of Agriculture and Markets, Cornell Cooperative Extension, and the Essex County Water Quality Coordinating Committee;

Oversees and assumes responsibility for the activities of subordinate staff;

Provides general assistance in the areas of design, estimating, contract preparation, and oversight of projects;

Prepares natural resource conservation and development plans, conducts site reviews, prepares evaluation reports and stream disturbance permits for public and private properties;

Responsible for all necessary district reports and administrative reports as are required under District Law;

Prepares annual SWCD budget under the direction of the Board of Directors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of natural resources conservation with emphasis on soil and water conservation; good knowledge of public and/or business administration; ability to interpret maps, charts, graphs; ability to plan and supervise the work of others; ability to deal with the public and to present conservation programs to

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interested parties; ability to compile and prepare written reports; ability to plan and supervise the work of subordinate personnel; ability to compile and prepare written reports; ability to carry out written and oral instructions; ability to communicate effectively, both orally and in writing; dependability; enthusiastic; and physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

- [a] Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in Natural Resources Management, Agricultural Engineering, Environmental Science, Civil Engineering, or closely related field, or
- (b) Graduation from a regionally accredited or NYS registered college with an associate degree in Natural Resources Management, Agricultural Engineering, Environmental Science, Civil Engineering, or closely related field, and two years of paid experience in construction, land surveying, engineering, or related field, or
- (c) Graduation from high school or equivalency and four years of experience in construction, land surveying, engineering, or related field, or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c) above.

SPECIAL REQUIREMENT: Possession of an appropriate level NYS drivers license at the time of appointment.

Adopted: 10/04/00