



CONSERVATION DISTRICT FIELD MANAGER

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| Jurisdiction Class: | Competitive |
| Civil Division: | Soil and Water |
| Adopted by YCCSC: | 03/14/1973 |
| Revised by PO: | 10/02/2017 |
| Revised by PO: | 12/27/2017 |

DISTINGUISHING FEATURES OF THE CLASS:

This position is an administrative position responsible for coordinating and supervising Yates County Soil and Water Conservation District (SWCD) programs. Involves the execution of environmental and conservation programs on both private and public properties. The Conservation District Manager is responsible for the planning and execution of programs involving private and public properties and other entities in all aspects of natural resource management, including both administrative and technical phases. Work is performed under the direction of the Board of Directors of the Yates County Soil & Water Conservation district. Supervision is exercised over other subordinate district employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and is responsible for all personnel activities, including field work and training, prepare job descriptions, assist with interviewing and hiring of employees, conduct Job Performance Evaluations, address all other matters related to personnel under the direction of the Board of Directors;

Coordinate SWCD activities with agencies assisting SWCD including but not limited to USDA Natural Resources Conservation Service, NYS Soil and Water Conservation Committee, NYS Department of Environmental Conservation, NYS Department of Agriculture and Markets, and the County Legislature;

Provide the Board of Directors with information needed for decision making, by analyzing workload, preparing cost estimates, compiling statistical data and making recommendations as to allocations of personnel and equipment;

Assist the Board of Directors in the development of a Long Range Plan and an Annual Plan of Action based on natural resource conservation needs and priorities;

Prepare an annual SWCD budget under the direction of the Board of Directors and assist in presenting the budget to the County Legislature;

Prepares and submits grant applications for funding to implement soil and water conservation programs and projects;

Implement and maintain contracts and grants;

Prepares and presents monthly reports to the Board of Directors;

Prepares and submits annual reports to the NYS Soil and Water Conservation Committee

Provides technical assistance to landowners, contractors, cooperating agencies and units of local government including the evaluation, layout, survey, design, cost estimate, contract preparation, construction inspection, documentation, and supervision of environmental conservation practices and programs;

Collect data and prepare surveys, maps, and specifications concerning potential agricultural and non-agricultural conservation projects;

Performs stormwater and watershed inspections;

Operates and maintains motor equipment to include but is not limited to, a hydroseeder, bale mulcher and other field related equipment;

Utilizes a geographic information system (GIS) for conservation planning;

Attends training programs and obtains and maintains certifications;

Attends meetings;

Conducts training for all SWCD personnel;

Prepares reports and maintains records;

Performs other duties as needed or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of materials and procedures used in the construction and maintenance of drainage systems, ponds, forests and other conservation practices;

Good knowledge of the principles and practices of natural resource conservation;

Good knowledge of personnel management;

Working knowledge of public or business administration;

Ability to utilize geographic information system (GIS) software;

Ability to interpret engineering designs, mapped information and ariel images;

Ability to acquire and maintain the national, state or local certifications as needed to implement District Programs;
Ability to supervise the work of others;
Ability to present a positive image of the District to the public and municipal officials;
Ability to deal with the public and to represent the conservation program to interested parties;
Ability to compile and prepare technical, financial and performance based reports;
Ability to deliver conservation programs in conjunction with District Partners.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree or higher in Applied Science, Natural Resources Conservation, Agronomy, Agricultural Science, Biology or a closely related field AND six (6) years of satisfactory experience in survey, design and application of conservation practices;
- b) Graduation from a regionally accredited or New York State registered two (2) year college with an associate degree in Applied Science, Natural Resources Conservation, Agronomy, Agricultural Science, Biology or a closely related field AND; ten (10) years of satisfactory experience in survey, design and application of conservation practices; OR
- c) Graduation from high school or possession of a high school equivalency diploma AND fourteen (14) years of progressively responsible experience in survey, design and application of conservation practices; OR
- d) An equivalent combination of training and experience as indicated in (a) and (b).