

PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Project coordinator is responsible for the coordination of the Keuka Lake Watershed Agricultural Environmental Management Project. The incumbent will work with farmers in the watershed to encourage their participation and provide for the satisfactory completion of the tiered environmental assessments as outlined in the NYS Agricultural Environmental Management Framework and Resource Guide. Work is performed under the direct supervision of the Soil and Water Conservation District Manager. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develop communications with the agricultural community and the public;
 Develop team roles and responsibilities of cooperating agencies to include Cornell Cooperative Extension, USDA Farm Services Agency, Keuka lake Association, NY Department of Environmental Conservation, Keuka Watershed Improvement Cooperative (KWIC), etc.;

Coordinate farm visits;
 Coordinate completion of the tiered assessment worksheets with the agricultural producer;

Assist with prioritization analysis of individual farms for funding implementation;
 Assist in grant writing for implementation funding;
 Enters information data into computer database;
 Prepares and maintains a variety of records and reports;
 Assist in writing the final AEM project report;
 Participates in public information and educational program;
 Attends training sessions, staff, Board of Directors, and other meetings as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of agricultural and agricultural management practices used in natural resource conservation;

Good knowledge of natural resources, ecology, and conservation;

Working knowledge of computers;

Ability to work under pressure and meet deadlines;

Ability to work independently and with the public;

Ability to understand and follow oral and written instructions;

Ability to manage several activities concurrently;

Willingness to work nights and weekends;

Good written and oral communication skills;

Dependability, organization, efficiency;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION:

Graduation from a regionally accredited or NYS registered college or university with an associate's degree in agriculture, natural resources, or environmental science.

SPECIAL REQUIREMENT:

Possession of an appropriate NYS Motor Vehicle Operator license.