

SOIL & WATER CONSERVATION DISTRICT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for coordinating and supervising the Broome County Soil & Water Conservation District (SWCD) programs. The work includes both administrative and technical planning of environmental and conservation programs. Such programs involve both private and public properties and entities in all aspects of natural resource management. Work is performed under State and Federal laws and guidelines as well as established District policies and procedures. Supervision is exercised over both technical and clerical District employees. Work is performed under the direction of the district board. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises all aspects of SWCD programs including conservation planning, coordinated site reviews, and cost share programs with landowners and municipalities;

Responsible for personnel management to include staff meetings, setting district goals & also includes contract management & frequent meetings with other department heads & watershed groups;

Provides technical assistance to landowners and government agencies involving evaluation, layout, survey design, cost estimates, contract preparation, construction inspection, and supervision of best management practices regarding environmental conservation projects;

Prepares natural resource conservation plans, conducts site reviews, prepares evaluation and stream disturbance permits, and prepares GIS maps;

Recommends actions to be taken by the board of directors concerning landowners and others requesting assistance;

Prepares analysis of agency workload and makes recommendations as to allocations of personnel & equipment and prepares statistics on cost estimates pertaining to various projects;

Assists in the preparation of the district's budget;

Monitors and reviews the progress towards project completion and recommends payment for work completed;

Performs general administrative duties involving general office routines and procedures including reports to the board;

Functions as the representative of the SWCD and the District Board at meetings of cooperating agencies, organizations & municipalities;

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Explains the purposes of the conservation program, specifically the prevention of soil erosion and value of soil conservation;

Works with administrators of other public and private entities to coordinate SWCD program objectives;

Collects data, prepares surveys, maps and specifications of potential conservation projects;

Acts as the contracting officer in the negotiating of contracts for environmental projects between the district, landowner, governmental units and construction contractors;

Schedules work for contractors and supervises the work as examples by the construction of diversion terraces, open drainage, tile drainage systems, ponds and other kinds of soil and water management;

Develops funding proposals for programs furthering the goals of the conservation district;

Writes grant proposals, negotiates and implements contracts, and writes final reports on grant funding;

Participates and/or interacts with various programs and committees related to the Conservation District;

Responds to complaints or questions from the public regarding wetland jurisdiction.

FULL PERFORMANCE KNOWLEDGE, 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 with emphasis on soil and water conservation;

Good knowledge in estimating procedures used in soil and water conservation projects;

Working knowledge of best management practices for water quality, water management, and related practices;

Working knowledge of public or business administration;

Working knowledge of personnel management practices;

Ability to interpret maps, charts and graphs; ability to lead and direct the work of others;

Ability to organize, plan and prioritize the work of others;

Ability to evaluate information to determine compliance with standards;

Ability to communicate effectively both orally and in writing;

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Ability to establish and maintain effective work relationships;
Ability to deal with the public and to represent the
conservation program to interested parties;
Ability to compile and prepare reports;
Ability to think creatively;
Dependability.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Physical Science, Business Administration, Marketing, Civil Engineering, or related field and four (4) years of experience in soil and water conservation or closely related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Natural Resource Conservation, Civil Technology, Forest Technology, Construction Technology, or related field and six (6) years of experience in soil and water conservation or closely related field; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.