

Jurisdictional Class: Competitive  
Adopted: July 6, 2000  
Revised: May 10, 2012

**CONSERVATION DISTRICT MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing the scheduling and provision of services required in applying various kinds of conservation practices on 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 as approved by the Board of Directors. The work involves the performance of administrative duties in the planning and execution of the District's programs in conjunction with the District's Board of Directors; oversight of and personal participation in the carrying out of the District's programs including actual supervision of workers in the efficient use of machinery and materials; and the maintenance of records of accomplishments and preparation and submittal of reports to the Board of Directors, County Legislature, and other departments and agencies as required. Work is performed under general direction of the Board of Directors, with additional guidance being received from specialists on the area and State staff as requested on special problems in specific areas, with wide leeway allowed the incumbent for the exercise of independent judgment in the carrying out details of the job. Direct supervision is exercised over the activities of all subordinate District employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans for the execution of environmental and conservation programs involving both private and public properties, as well as entities such as Planning Boards, Watershed Associations, Nature Conservancies, etc, in all of the aspects of natural resources management including both administrative and technical phases;

Oversees and assumes responsibility for the activities of subordinate staff on a day-to-day basis;

Coordinates a mechanical aquatic plant harvesting program;

Coordinates a water quality monitoring and sampling program;

Provides general assistance in the areas of design, estimating, contract preparation and over-sight of projects;

Provides the District Board of Directors with information needed for decision making;

Prepares analyses of workloads and makes recommendations regarding allocation of personnel and equipment;

Reviews progress towards project completion and recommends payments for work completed;

As directed by the Board, negotiates contracts, schedules work for contractors, and sees to its supervision in all categories of execution;

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

Prepares grant proposals and coordinates staff functions under grants received;

Performs general administrative duties involving general office routines and procedures including regular reporting to the Board;

Preparation of budgets, annual reports, written agreements between the Board, landowners, construction contractors, and cooperating agencies including governmental units;

Coordinates public information and relations activities and explains the purposes, functions and programs of the District to interested individuals, groups, and affected audiences;

May act as the operations representative for the Board in its contacts with other units of government and may from time-to-time act as an authorized permit agent;

Prepares environmental plans for farms, evaluates land use problems for landowners and provides agronomic, managerial and/or engineering solutions in the form of layout, survey, design, cost estimate, contract preparation, construction inspection, and documentation.

## Conservation District Manager

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of natural resource conservation and agriculture with emphasis on soil and water conservation as applied to an agricultural environment;

Good knowledge of the principles and techniques of administration of soil and water conservation programs and projects;

Good knowledge of public relations principles and practices;

Good knowledge of office administration techniques including budgeting;

Good knowledge of the design of soil and water conservation projects;

Working knowledge of public, personnel, and/or business administration principles including financial management;

Skill in the use of survey, drafting, and illustration tools;

Skill in estimating the cost of procedures used in soil and water conservation projects;

Ability to plan, direct, and supervise the work of subordinates engaged in soil and water conservation project activities;

Ability to interpret maps, charts, graphs, and aerial photos;

Ability to deal with a wide variety of individuals, including the general public and representatives of public and private agencies and government entities, with an extraordinary amount of tact and courtesy;

Ability to represent the conservation district program to interested parties;

Ability to compile information for and prepare a variety of technical and narrative reports;

Sound judgment;

Willingness to work outdoors under adverse weather conditions, especially in deep snow, ice, mud, and water.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Agriculture, Environmental Sciences, Soil Conservation, or closely related agricultural or natural resource field such as soil science, agronomy, forestry, agricultural education, environmental studies, or agricultural engineering; or
- (b) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Natural Resource Conservation, Civil Technology, Construction Technology, Agriculture, Environmental Health Technology, or closely related field; and two (2) years of experience in agriculture, natural resources, or engineering activities; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in agriculture, natural resources, or engineering activities; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State Driver's license at time of appointment.