

# ***POSITION ANNOUNCEMENT***

Post Date: 6/2/17

## ***Water Quality Specialist Permanent – Full Time***



*Cortland County Soil and Water Conservation District  
100 Grange Place  
Cortland, New York 13045  
607-756-5991*

### **GENERAL DESCRIPTION OF DUTIES**

This is a technical position involving responsibility for assisting the Soil and Water Conservation District Manager with all aspects of the Cortland Soil and Water Conservation District Programs particularly those that relate to water quality in Cortland County. The employee performs a variety of technical duties related to water resources, water quality and natural resources protection in the county and the establishment of conservation practices on public and private properties. Work is performed under the general supervision of the District Manager with leeway for independent judgment. Provides general supervision over subordinate personnel. Does related work as required.

### **DUTIES AND RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Provides technical assistance to municipalities with regard to developing and implementing local legislation, rules, and regulations to monitor and protect natural resources including groundwater supplies and surface water resources;
- Researches, develops, recommends, and implements policies, procedures, and methods for protecting existing groundwater supplies and other resources;
- Analyzes known or potential groundwater contaminants and their risk to water supplies;
- Coordinates and assists with other natural resource organizations, committees, or activities in Cortland County or the region to facilitate cooperation with other local, state, and federal agencies;
- Coordinates and participates in public meetings and hearings;
- Responsible for coordinating groundwater and surface water monitoring programs and providing analysis of such monitoring efforts to enable the county to monitor the safety of groundwater supplies;
- Responsible for update and maintenance of finite-difference groundwater flow models for groundwater resources in the county;
- Reviews and provides comments on proposed development activities that may impact sensitive groundwater aquifers and/or other water resources;
- Serves as a liaison for municipalities and provides technical assistance on the protection and maintenance of water resources in the county;
- Supervises district personnel as directed by the District Manager;
- Provides training and technical oversight to other district technical staff as assigned;
- Analyzes and recommends potential land use, groundwater, surface water, and other natural resource conservation projects and programs as they relate to soil, water, and other natural resources and assists District Manager with new program development;
- Develops, writes, implements, and administers water quality and other special grant programs and projects, including preparing final reports and documentation, as required by the District Manager;
- Assists with information/education programs related to water quality and natural resource conservation and other public outreach activities as assigned;
- Coordinates and implements assigned SWCD programs such as the Seedling Program, Pond Stocking Programs, and Soil Group Worksheets;
- Prepares a work report as requested and keeps daily narrative;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of the principles, practices, and techniques of groundwater management; thorough knowledge of local environmental conditions and other groundwater supplies; good knowledge of current federal, state, and local laws and regulations governing water resource management; good knowledge of research methods and the techniques of data management and computer groundwater modeling; good knowledge of public or business administration and personnel management; ability to analyze and interpret detailed information and prepare detailed reports; ability to understand and carry out written and oral instructions; good verbal and interpersonal skills; good organizational and time management skills; dependable; enthusiastic; physical condition commensurate with the demands of the position; mechanical aptitude; manual dexterity; accuracy.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a NYS registered or regionally accredited college or university with a Masters degree in water resource management, environmental science, engineering, hydrology, hydrogeology or related field **AND** two (2) years of related experience, of which one (1) must have included experience in public relations/public service or community outreach education; OR
- B. Graduation from a NYS registered or regionally accredited 4-year college or university with a Bachelor's degree in water resource management, environmental science, engineering, or related field **AND** three (3) years of related experience of which one (1) must have included experience in public relations/public service or community outreach education; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENT:** Possession of a valid NYS Driver's License at time of appointment. *Engineer in Training Certificate or Professional Engineer Licensed preferred.*

**SALARY – BENEFITS**

Annual \$57,484. Salary negotiable and commensurate with experience.  
Health Insurance, NYS Retirement, Sick Leave, Annual Leave

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**TO APPLY:** Send Cortland County Civil Service Application to:

CORTLAND COUNTY PERSONNEL OR FAX to: 607-758-5517  
60 CENTRAL AVE  
CORTLAND, NY 13045-2746

**DEADLINE:** Approved applications will be forwarded to SWCD and will be accepted until position is filled.

Application form can be found at <http://www.cortland-co.org/266/JobExam-Application>

**ALSO, SEND resume and cover letter to:**

AMANDA BARBER, DISTRICT MANAGER  
CORTLAND COUNTY SWCD  
100 GRANGE PLACE, ROOM 202  
CORTLAND, NY 13045  
[amanda.barber@cortlandswcd.org](mailto:amanda.barber@cortlandswcd.org)  
FAX: 607-756-0029

Call for information: 607-756-5991

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*Cortland County Soil and Water Conservation District is an equal opportunity employer. Candidates will be considered without discrimination because of race, color, religion, national origin, sex, political affiliation, person sponsorship, disability, age, marital status, or other nonmerit factors.*