



**Hamilton County Soil and Water Conservation District**  
103 County View Drive, PO Box 166  
Lake Pleasant NY 12108 518-548-3991  
hcswcd@frontiernet.net [www.hcswcd.com](http://www.hcswcd.com)  
Find us on Facebook and You Tube

*Working to manage and promote the wise use of natural resources in Hamilton County since 1965.*

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## **VACANCY ANNOUNCEMENT DISTRICT MANAGER**

**SALARY:** Commensurate with experience

**DUTIES:** Coordinates, administers, supervises, and implements county natural resource conservation programs under the direction of a Board of Directors. Supervise and manage all personnel activities. Responsible for financial and administrative reports as required under District Law. Write grant proposals to address natural resource conservation needs. Negotiate and implement contracts, administer funds and develop reports. Organize and facilitate a public information program which explains the purpose, functions and programs of District. Responsible for the planning and implementation of District environmental conservation programs involving both private and public property.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation. Knowledge of materials/procedures used in the application of erosion control systems and other conservation practices. Skills required in public or business administration, ability to plan and supervise the work of others, deal with the general public and present conservation programs to interested parties. Skills necessary to compile and prepare written reports, communicate effectively, both orally and in writing.

**QUALIFICATIONS:** Graduate of a regionally accredited or NYS registered four year college or university with a Bachelor's Degree in Physical Sciences, Business Administration, Marketing, Civil Engineering or related field and supervisory experience in soil and water conservation work or related field.

OR

Graduate of a regionally accredited or NYS registered college or university with an Associate Degree in Natural Resource Conservation, Civil Technology, Construction Technology, or Environmental Health Technology and two years of supervisory experience in soil and water conservation work or related field.

**SPECIAL REQUIREMENTS:** Possession of an appropriate level NYS driver's license at the time of appointment.

**CLASSIFICATION:** NYS Civil Service Competitive Position

**Call the District office to obtain an application. Send resume, cover letter, application and 3 letters of references to Hamilton County SWCD, PO Box 166, Lake Pleasant, NY 12108.**

**Application materials should be submitted by 4:30 pm on November 16, 2018.**

