

**WAYNE COUNTY**



**SOIL & WATER  
CONSERVATION DISTRICT**

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7312 Route 31, Lyons, New York 14489

Telephone (315) 946-7200

[www.waynecountyNYsoilandwater.org](http://www.waynecountyNYsoilandwater.org)

## **LEGAL NOTICE REQUESTING QUALIFIED APPLICANTS FOR CONSERVATION DISTRICT SECRETARY/TREASURER**

The Wayne County Soil & Water Conservation District is accepting resumes for the Conservation Secretary/Treasurer position located in Lyons, New York. The Secretary/Treasurer will care for the finances of the Wayne County Soil & Water Conservation District and serve as secretary to the Board of Directors and general office oversight by performing many duties like an office assistant.

The Conservation Sec/Treasurer will report to the District Manager and an independent Board of Directors and is responsible for budget and fiscal operations including local and state government finance and records management and part of the administration team for the conservation programs of the District. The incumbent should possess a strong working knowledge of general accounting, a background using Intuit's QuickBooks software, and a lifelong desire to learn. Applicants should possess willingness for position development with other tasks as assigned and a friendly disposition.

Interested candidates may submit a letter of interest and resume to Wayne County SWCD, attention Lindsey M. Gerstenslager, District Manager at 7312 Route 31, Lyons, NY 14489 or by email at [Lindsey@wayneNYswcd.org](mailto:Lindsey@wayneNYswcd.org). The position will begin reviewing applications as receive through April 16, 2019 or until the position is filled.

Salary and benefits including state retirement are competitive and will be shared with the incumbents based on experience and skills. Wayne County Soil & Water Conservation is an E.O.E. This is a noncompetitive exempt position; the appointment will be made on a provisional basis as per NYS Civil Service.