

**RENSELAER COUNTY SOIL & WATER CONSERVATION DISTRICT  
VACANCY ANNOUNCEMENT**

*Conservation District Clerk*

Rensselaer County's Agriculture & Life Sciences Building - USDA Service Center, 61 State Street, Troy, NY

*This is a full-time permanent position. Typical work activities include but are not limited to:*

**Yearly Programs:**

- Create, print, disperse Program Brochures, Newsletters, Flyers, Press Releases, mailings;
- Create & publish Online Store;
- Secure locations to hold Programs;
- Create and maintain Excel Worksheets for participant info & orders received;
- Maintain & renew required licenses for Programs (Nursery License, Fish Hatchery License);
- Assist with contacting landowners in the WRP, in advance of site visits;
- Maintain the Agricultural Environmental Management (AEM) database and;
- Assist with organizing annual Banquet.

**Office Responsibilities:**

- Responsible for all general office work including but not limited to receptionist, clerical, filing, typing, computer operation (excel, access, google tools), keeping the office organized;
- Assist with time-tracking for billable hours and annual reporting;
- Serves as District's Records retention (RMO) to follow LG1 schedule & FOIL officer. Assists in applying for and managing NYS Archives Records Management Grants;
- Answer customer questions/inquiries by phone & email;
- Create and/or update District equipment rental paperwork;
- Order office supplies and field inventory/materials;
- Maintain master contact list, personnel files, district website, employee handbook, district policies, insurance policies, retirement, online store, mail chimp and other social media and;
- Create & update Training Plans for District Staff & Board of Directors.

**Board of Director's Responsibility as Secretary to the Board:**

- Reserve meeting rooms, create minutes, update Minutes book, receive/distribute correspondence, create agenda, prep folders for meetings and;
- Submit request for Board members to County for approval.

**Responsibilities for Other Committees:**

- Hold a secretary officer position with the Rensselaer County Water Quality Conservation Committee (WQCC);
- Maintain MS4 website, and assist in hosting workshops for the Rensselaer County MS4.

**Other Expectations:**

- Attend District Clerk related trainings, meetings and conferences;
- Occasionally attend or assist in an event, program, or meeting on a weekend or evening and;
- Other tasks as assigned.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma, however a two-year college degree is preferred but not required.

**Special Requirements:** New York State driver's license. Special preference will be given to a NY Notary Public.

*Pay scale will depend on experience, approximate salary range is \$35,000 - \$37,000.*

To apply, please email a cover letter, resume, and three (3) references to:

**Megan Myers, District Manager at [Megan.Myers.RenscoSWCD@gmail.com](mailto:Megan.Myers.RenscoSWCD@gmail.com)**