

Job Announcement

CONSERVATION DISTRICT MANAGER

GENERAL STATEMENT OF DUTIES: This is an administrative position responsible for coordinating and supervising the Otsego County Soil & Water Conservation District (SWCD) programs. The Conservation District Manager plans, develops and implements county natural resource conservation programs as approved by the Board of Directors of the Otsego County Soil & Water Conservation District and coordinates the assistance of cooperating local, state and federal agencies in the execution of District programs. The work includes both administrative and technical planning of environmental and conservation programs. Such programs involve both private and public properties and entities in all aspects of natural resource management. Work is performed under State and Federal Laws and guidelines as well as established District policies and procedures. Supervision is exercised over other District office and field personnel in the planning and execution of District programs. Work is performed under the direction of the District Board. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Answers directly to the Board of Directors and administer the programs and policies set forth by the Directors;
- Develops and executes a fiscally sound budget for the annual operation of the District as approved by the Board of Directors;
- Provides direct supervision and guidance to all district employees including the development of individualized training plans;
- Conducts job performance evaluations and addresses all other matters related to personnel under the director of the Board of Directors;
- Develops contracts, technical standards, written agreements and/or Memorandums of Understanding with cooperating agencies, units of government, landowners and contractors which facilitates the execution of District Programs;
- Supervises and is responsible for the administrative, planning and field application of all conservation programs and projects of the District;

- Serves on county, state and federal committees and organizations which are identified by the District Board of Directors as in the best interest of the District and county;
- Develops, manages and executes earned revenue programs;
- Actively writes and pursues private grant funding for program expansion and development;
- Conducts research and collects data for the development of potential resource conservation programs;
- Prepares technical and administrative reports and updates for review by the District Board of Directors;
- Provide the Board of Directors with information for decision making, preparing cost estimates and compiling statistical data;
- Supervises and develops an active and on-going public information and education program;
- Helps maintain conservation practices by providing technical assistance on planned conservation practices;
- Participates and/or interacts with various programs and committees related to the Conservation District;
- Consults with the New York State Soil and Water Conservation Committee and the County pertaining to the legal compliance of the District and its prescribed programs.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation; good knowledge of materials and procedures used in construction of conservation practices and projects; working knowledge of public and business administration with the ability to apply acceptable administrative procedures; working knowledge of best management practices for water quality, water management, and related practices primarily used to reduce nutrient transport and soil erosion; knowledge of NYS Soil and Water Conservation Law; ability to deal with the public and to represent the District and its programs with all units of government; ability to supervise and critique the work of others; ability to apply procedural and non-procedural solutions in the development of resource conservation programs; ability to interpret technical reports, maps, charts, graphs and aerial photography; ability to communicate effectively in writing and orally, including public speaking; ability to compile and prepare reports and budgets

using a computer and familiar with computer programs; ability to be accurate, dependable and reliable.

MINIMUM QUALIFICATIONS: Either

(a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with a Bachelor of Science Degree, or higher, in Agronomy, Agriculture, Agricultural Economics, Natural Resources Conservation, Physical Science or a related field and two (2) years of satisfactory experience in soil and water conservation agronomy, or natural resource conservation field; **OR**

(b) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with an Associate Degree in Agronomy, Agriculture, Agricultural Economics, Natural Resources Conservation, Physical Science or a related field and four (4) years of satisfactory experience in soil and water conservation agronomy, or natural resource conservation field.

Approved Otsego County CS – 9/11/95

Rev. 5/23/06

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CLASSIFICATION: Competitive

Salary range \$70,000 to \$80,000 commensurate with qualifications and experience.

Please email resume and cover letter to Meg Kennedy at:

kennedym@otsegocounty.com

or mail to:

Otsego County SWCD

Attn. Meg Kennedy

967 County Highway 33

Cooperstown, NY 13326