



St. Lawrence County Soil & Water Conservation District

1942 Old DeKalb Road - Canton, NY 13617
315-386-3582 (phone) ▪ conservation@slcswcd.org

Position Announcement Conservation District Manager

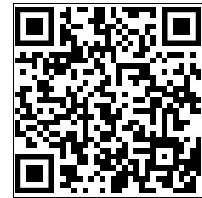
St. Lawrence County Soil & Water Conservation District is seeking an enthusiastic, self-motivated Conservation District Manager with expertise in natural resource management.

General Description of Position

Successful candidate will coordinate, administer, and supervises St. Lawrence County Soil & Water Conservation District (SLC SWCD) programs. The successful candidate will work with private and public properties and entities in all aspects of natural resource management involving both administration and technical assistance. Work is performed under the direction of the SLC SWCD Board of Directors. This position supervises other SLC SWCD staff.

Duties include, but not limited to the following (full civil service job description can be found at slcswcd.org or the QR code provided):

- Supervises and participates in staff activities including field work.
- Coordinates all District activities, projects and services with agencies assisting the District.
- Acts as the Project/Program Manager for all Districts programing.
- Provides the Board of Directors with reports and information necessary for decision making.
- Writes grant proposals for special programs.
- Monitors budget and expenditures.



Salary and Benefits

- \$62,000 – 72,000 commensurate with experience.
- Full time (40 hours per week).
- Health insurance (90% cost covered by the District), health and vision insurance.
- Vacation, sick and personal leave
- NYS Retirement enrollment, NYS Deferred Comp optional enrollment.
- 12 paid Federal Holidays

Desired knowledge, skills, and abilities

Knowledge of soil, water, forest, and wildlife conservation methods and practices. Knowledge of Federal, State, and Local laws and regulations regarding natural resource conservation. Experience with grant writing and budget preparation. Ability to compile data and prepare reports. Intermediate personal computer skills. Good verbal and interpersonal communication skills. Good organizational and time management skills. Dependable. Enthusiastic. Willingness to learn.

Please refer to full civil service job description for minimum educational and experience qualifications.

To Apply: Send letter of application and resume with references to Robert Andrews, St. Lawrence County Soil and Water Conservation District, 1942 Old DeKalb Road, Canton, NY 13617 or email manager@slcswcd.org by **12 noon, May 11, 2023.**

CONSERVATION – DEVELOPMENT – SELF-GOVERNMENT

AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER