



## Chemung County Soil and Water Conservation District

851 Chemung St. Horseheads, NY 14845

### Vacancy Announcement District Manager

The Chemung County Soil & Water Conservation District is accepting applications for a full-time District Manager. The position is responsible for supervising the County's natural resource conservation programs as approved by the District Board of Directors. The incumbent coordinates the assistance of cooperating local, state and federal agencies in the execution of district programs. Manages all administrative and technical functions of the District. Represents the District and County interests in the formulation of regional, state and federal natural resource policies and programs. Supervises all District office and field personnel in the planning and execution of District programs. The incumbent works under the supervision of the District Directors.

- **The minimum salary range begins at \$75,000.00 per year based on education and prior work experience. Benefits include 80% coverage of Health Insurance, Annual Leave, Sick Leave and enrollment in the NYS Retirement System and NYS Deferred Compensation. Chemung County residency or residency of Steuben, Schuyler, Tompkins, or Tioga within thirty days (30) of hire**
- **Applications can be found at the following website: [www.chemungcountyswcd.net](http://www.chemungcountyswcd.net) Under the tab District Manager Position**
- **Applicants must mail the application and resume using United States Postal Service or hand deliver to the Attention of "District Manager Application"- Chemung Co. SWCD -851 Chemung St. Horseheads, NY 14845.**

**Applications must be received no later than 3:00 P.M. Monday, August 7<sup>st</sup>, 2023**

**This position is a competitive position and as such is subject to Chemung County Civil Service**

Equal Opportunity Employer

## CONSERVATION DISTRICT MANAGER

**Department:** Chemung County Soil & Water Conservation District  
**Classification:** Competitive  
**Adopted:** 07/06/1998  
**Revised:** 12/01/2020; 07/05/2023  
**By:** Regional Civil Service Commission

**Distinguishing Features of the Class:** The position is responsible for supervising the County's natural resource conservation programs as approved by the District Board of Directors. The incumbent coordinates the assistance of cooperating local, state and federal agencies in the execution of district programs. Manages all administrative and technical functions of the District. Represents the District and County interests in the formulation of regional, state and federal natural resource policies and programs. Supervises all District office and field personnel in the planning and execution of District programs. The incumbent works under the supervision of the District Directors. Does related work as required.

**Typical Work Activities:** (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here:)

- Serves as the executive officer to the District Board of Directors and administers the programs and policies set forth;
- Develops, manages, and implements the District's streambank stabilization program;
- Collects data, prepares surveys, maps and specifications concerning potential Soil & Water Conservation projects;
- 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;
- Prepares job descriptions;
- Interviews and hires employees, conducts Job Performance Evaluations, addresses all other matters related to personnel under the direction of the Board of Directors;
- Assists the Board of Directors in the development of a Long-Range Plan and an Annual Plan of Action based on natural resource conservation needs and priorities;
- Develops and posts a Weekly Schedule and keeps a Daily Narrative;
- Develops and executes 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;
- Responsible for the supervision and administrative, planning, and application of the conservation programs and projects of the District;
- Serves on county, state and federal committees and organizations which are identified by the District Board 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;
- Responsible for the supervision and development of an active and on-going public information and education programs including, but not limited to: (1) Provides news articles, photographic materials and layout assistance for District's annual newsletter; (2) Periodic news releases; (3) Presentations for schools, units of government, civic groups and other agencies and organizations; (4) A conservation awards program; (5) Chemung County Fair exhibit.
- Consults with the New York State Soil and Water Conservation Committee and County Attorney pertaining to the legal compliance of the District and its prescribed programs.
- Other duties as assigned by the District Board

**Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:** Good knowledge of materials and procedures used in the application of erosion control systems, best management practices for water quality, water management systems and other conservation practices; knowledge of the principles and practices of natural resources conservation with emphasis on soil and water conservation; knowledge of personnel management; ability to interpret maps, charts and graphs; ability to deal with the public and present the SWCD program to interested parties; ability to compile and prepare reports; ability to perform all phases of the job description of a District Manager including the required knowledge, skills, and abilities, as well as be knowledgeable of office procedures; physical condition commensurate with the demands of the position.

**Minimum Qualifications:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor of Science Degree, or higher, in Agronomy, Agriculture, Economics, Natural Resources Conservation, Physical Science or a related field, and (5) five years of satisfactory experience in soil and water conservation agronomy, or natural resource conservation; **OR**
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Agronomy, Agriculture, Economics, Natural Resources Conservation, Physical Science or a related field, and (7) seven years of satisfactory experience in soil and water conservation, or natural resource conservation; **OR**
- C. Graduation from high school with (9) nine years of satisfactory experience in soil and water conservation or natural resource conservation.

**CHEMUNG COUNTY/CITY OF ELMIRA**  
**REGIONAL CIVIL SERVICE COMMISSION**  
 PO Box 588 • 203 Lake Street • Elmira, New York 14902-0588  
 Telephone: (607) 737-2918  
**An Equal Opportunity Employer**

**APPLICATION FOR EXAMINATION OR EMPLOYMENT**

**PRINT IN INK OR TYPE      ANSWER ALL QUESTIONS**

\_\_\_\_\_  
**POSITION/EXAMINATION TITLE**

\_\_\_\_\_  
**EXAMINATION #**

<b>OFFICE USE ONLY</b>				
Date Received:	_____			
Fee:	P	W		
Status:	A	C	D	
Disapproved:	Exp	Edu	Res	Fee
Other:				
Transcript:	HS	AS	BS	Other

<b>NAME</b>		<b>SOCIAL SECURITY #</b> ____ - ____ - ____		
<b>Last:</b>	<b>First:</b>	<b>M.I.:</b>	<b>Maiden:</b>	
<b>ADDRESS</b>				
<b>Street or P.O. Box:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>	<b>Work Phone:</b>		

Email Address: \_\_\_\_\_

**NOTE: You must keep your address and telephone numbers current.**

**VETERANS CREDITS (If applicable, check one):**    NON-DISABLED WAR VETERAN \_\_\_\_    DISABLED WAR VETERAN \_\_\_\_

<b><u>INDICATE YOUR ANSWER BY PLACING AN "X" IN THE APPROPRIATE SPACE:</u></b>	<b>YES</b>	<b>NO</b>
A.    Have you resided in Chemung County for the past 30 days?	_____	_____
B.    Do you have the right to accept employment in the U.S.?	_____	_____
C.    Do you require special arrangements for examination (Religious accommodation or disability)?	* _____	_____
D.    Do you require an alternate test date?	* _____	_____
E.    Were you ever dismissed from any employment for reasons other than lack of work?	* _____	_____
F.    Did you ever receive a dishonorable discharge from the U.S. Armed Forces?	* _____	_____
G.    Have you ever been convicted of any crime (felony or misdemeanor)?	* _____	_____

**\*If yes, please use the page below to give a full explanation.**

If you answered "yes" to E, F or G you will not necessarily be disqualified. Each case is evaluated on an individual basis in relation to the duties and responsibilities of the position for which you have applied. Omit parking or speeding violations assigned a fine of \$50.00 or less and any other offense adjudicated in Juvenile Court or under a Youthful Offender Law.

**DATE OF BIRTH:** Law enforcement positions and positions requiring a commercial driver's license have minimum age restrictions. If you are applying for one of these positions **OR** if you are under the age of 18, enter your date of birth here... \_\_\_\_/\_\_\_\_/\_\_\_\_

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.



**THOROUGHLY COMPLETE ALL OF THE FOLLOWING SECTIONS OF THIS OFFICIAL APPLICATION**

<b>Position/Examination Title:</b>	
<b>Applicant's Name:</b>	<b>Social Security #:</b>

**EDUCATION:**

Type of School	Name & Address of School	From – To (Mo. & Yr.)	Degree Program	Degree Awarded
High School or GED				GED#
College				
Graduate school or other				

**LEVEL OF EDUCATION:** Please select highest level of education completed.

High School     
  Associate     
  Bachelor     
  Master     
  Doctorate

**LICENSES/CERTIFICATES OR OTHER AUTHORIZATIONS TO PRACTICE A SKILL, TRADE OR PROFESSION:**

Skill, Trade or Profession	License or Certificate #	Issued by: (City, State, or Agency)	License Dates From - To	Permanent Yes    No

**DRIVERS LICENSE INFORMATION:** (Complete only if the position you are applying for requires a driver's license.)

None     
  Out of State     
 \_\_\_\_\_ (Indicate State)     
  New York State

Motorist ID #: \_\_\_\_\_ Class: \_\_\_\_\_

Restrictions: \_\_\_\_\_ Endorsements: \_\_\_\_\_

**WORK EXPERIENCE:** DO **NOT** SUBSTITUTE A RESUME FOR THIS SECTION. Complete all information required. *Describe in detail all duties performed which are relevant to the position for which you have applied.* (Vagueness will not be ruled in your favor.) A resume may be attached to this application only as a supplement to the information that you are providing.

Length of Employment From:                      To:	Employer	Address
<b>Hours worked per week:</b>		<b>Duties:</b>
<b>Title:</b>		
<b>Type of Business:</b>		
<b>Name &amp; Title of Supervisor:</b>		
<b>Reason for Leaving:</b>		

<b>Length of Employment</b> From:                      To:	<b>Employer</b>	<b>Address</b>
<b>Hours worked per week:</b>		<b>Duties:</b>
<b>Title:</b>		
<b>Type of Business:</b>		
<b>Name &amp; Title of Supervisor:</b>		
<b>Reason for Leaving:</b>		

<b>Length of Employment</b> From:                      To:	<b>Employer</b>	<b>Address</b>
<b>Hours Worked per Week:</b>		<b>Duties:</b>
<b>Title:</b>		
<b>Type of Business:</b>		
<b>Name &amp; Title of Supervisor:</b>		
<b>Reason for Leaving:</b>		

**REFERENCES:** (List the names of three (3) individuals familiar with your abilities.)

<b>Name</b>	<b>Address</b>	<b>Phone #</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**IT IS THE POLICY OF THE CHEMUNG COUNTY/CITY OF ELMIRA REGIONAL CIVIL SERVICE COMMISSION TO PROVIDE FOR AND PROMOTE THE EQUAL OPPORTUNITY OF EMPLOYMENT, COMPENSATION, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS OR CRIMINAL RECORD.**

**STATEMENT:** I declare that all statements made in this application (and any accompanying attachments) are true and complete to the best of my knowledge. I understand that any false statements made on this application or in interviews will result in immediate rejection or discharge from employment. I authorize the Regional Civil Service Commission to contact schools/college and former employers cited in the statement contained in this application for employment as may be necessary in arriving at an employment decision. I understand the acceptance of this application for employment by the Regional Civil Service Commission does not constitute or imply a commitment or willingness to offer employment to me in this or any other position. When required, I agree to take all physical examinations and drug screen testing and authorize the release of these confidential examinations and test results to the Regional Civil Service Commission.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_