

Jurisdictional Class:  C

Adopted:  KG .

Location:  Soil & Water Conservation District

Fr. Cty. Grade:  N/A

Date:  7/13/23 .

## **WATERSHED COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position covers the New York portion of the Lake Champlain Watershed, providing technical and administrative support in locally led watershed planning efforts. This position includes coordination with local water quality committees, identifying and developing proposals for potential funding sources to address non-point sources of water pollution, soliciting project support from landowners, coordinating with partner agencies and local officials, implementing watershed improvement projects, fulfilling the goals and objectives identified in Total Maximum Daily Loads (TMDLs) and watershed plan documents, providing technical assistance to local watershed committees and conservation districts, development of watershed plan documents, and water quality project monitoring activities. The work is performed under the general supervision of a higher-level administrator with leeway allowed for the exercise of independent judgment in carrying out the details of the position in accordance with prescribed policies and procedures. The incumbent works closely with the Champlain Watershed Improvement Coalition of New York (CWICNY) President and Board of Directors, under the direction of the Soil and Water Conservation District Manager.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Coordinate, develop, administer and help implement the water quality improvement and natural resources conservation programs as aligned with the CWICNY mission;

Establish communication with each participating County's soil and water conservation district, municipalities, small watershed/lake organizations, etc., including but not limited to establishing relationships, determining priorities and identifying projects;

Manage day to day business of CWICNY including organizing regular meetings, federal vendor registries and by-laws;

Write grant funding proposals for water quality improvement and natural resources protection projects and programs to State, Federal, and private funding organizations to implement best management practices and goals identified in total maximum daily loads (TMDLs) and watershed plans;

Organize and administer all CWICNY grants and contracts, including but not limited to developing plans of work, financial administration, record matching funds from project cooperators and partner agencies, report writing, quarterly reporting, closeouts and ensure projects deadlines are met;

Complete timely tracking and reporting of implementation activities to meet State and Federal requirements;

Assist with the development and planning of numerous natural resource protection and improvement projects at any given time, including agriculture, stormwater, stream corridor, lake management, wetlands improvement, fisheries habitat, and other similar projects;

Organize and develop special events, such as the annual North Country Stormwater Tradeshow and Conference;

Develop and implement CWICNY's annual plan of work;

Assist in the coordination of CWICNY activities and projects with all involved agencies;

Develop and organize public outreach and educational water quality programs throughout the watershed;

Update and maintain relevant social media accounts, including but not limited, to assigned website(s);

Develop educational materials for local watershed committees, conservation districts and the public;

Write and develop a quarterly newsletter and annual report, sending same out to parties on relevant mailing list;

Represent CWICNY at agency, organization, and municipal functions as appropriate, including public presentations as required;

Other duties as assigned.

## Job Description Continued for WATERSHED COORDINATOR

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices of natural resource conservation with emphasis on water quality issues; good knowledge of public or not-for-profit administration; ability to work well with the public and to present conservation programs to interested parties; computer skills including word processing, spreadsheets, databases, and similar programs (GIS mapping a plus); strong writing skills including grant proposals and project reports; ability to work independently and in groups; dependable; enthusiastic; knowledge of Lake Champlain region a plus.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **and:**

- A) Graduation from an accredited college or university with a Master's Degree in Natural Resources Management, Agriculture, Hydrology, Environmental Science, Civil Engineering or related field, and at least two (2) years related work experience; **or**
- B) Graduation from an accredited college or university with a Bachelor's Degree in Natural Resources Management, Agriculture, Hydrology, Environmental Science, Civil Engineering or related fields, plus three (3) years related work experience; **or**
- C) Graduation from an accredited college or university with an Associate's Degree in Natural Resources Management, Agriculture, Hydrology, Environmental Science, Civil Engineering or related fields, plus five (5) years related work experience.

**SPECIAL REQUIREMENT:** Must possess a valid driver's license at the time of application which is to be maintained throughout employment.

**Special Note: Education:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at

<http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.