



Cayuga County Soil & Water Conservation District

7413 County House Rd., Auburn, NY 13021 – Ph. (315) 252-4171 – Fax (315) 252-1900

Facebook: www.facebook.com/cayugaswcd - Website: www.cayugaswcd.org

JOB ANNOUNCEMENT

Watershed Coordinator

SALARY RANGE: \$60,000 - \$75,000

DEADLINE TO APPLY FOR VACANCY: Accepting applications until position is filled.

HOW TO APPLY:

Go to: mycivilservice.cayugacounty.us/jobopps and click on the **APPLY** button across from the title of “Watershed Coordinator” listed under Current Vacancies.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree in Agronomy, Agricultural Engineering, Environmental Science, Environmental Studies, Natural Resources Conservation, Water Resources Planning, Soil & Water Science, or related field **AND** two (2) years of full-time experience (or its part-time equivalent) in the field of soil and water conservation or closely related field, one (1) year of which must have been involved with program management or contract administration. **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with an Associate’s Degree in Agronomy, Agricultural Engineering, Environmental Science, Environmental Studies, Natural Resources Conservation, Water Resources Planning, Soil & Water Science, or related field **AND** four (4) years of full-time experience (or its part-time equivalent) in the field of soil and water conservation or closely related field, one (1) year of which must have been involved with program management or contract administration. **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- Possession of a valid New York State Driver’s license at the time of the appointment.

STATEMENT OF DUTIES: The Cayuga County Soil & Water Conservation District has a job opening for a Watershed Coordinator. This is an administrative position responsible for providing overall program development, coordination, and securing funding sources of the Eastern Finger Lakes Coalition (EFLC) Watershed projects. The EFLC consists of 11 New York State Soil & Water Conservation Districts located

within the Eastern Finger Lakes watershed region- defined as the watersheds of Canandaigua, Keuka, Seneca, Cayuga, Owasco, Skaneateles, Otisco and Onondaga Lakes and the Seneca River / Erie Canal. The member County SWCDs include Cayuga, Chemung, Cortland, Onondaga, Ontario, Schuyler, Seneca, Steuben, Tompkins, Wayne and Yates. The work involves extensive interaction with local, state, and federal officials to promote and assist with the coordination of EFLC initiatives. Work is performed under the general direction and oversight of the voting members of the EFLC and the Cayuga County Soil and Water Conservation District Executive Director. Supervision is exercised over administrative and environmental field staff directly associated with the EFLC. Does related work as required.

Examples of demonstrated skills, experience, abilities and/or certifications that interested applicants may hold that relate to the position include the following:

- Coordinates various EFLC projects, programs and planned initiatives with other EFLC members;
- Writes proposals in order to secure funding sources to support EFLC programs and projects;
- Promotes, cultivates and maintains EFLC relationships at local, state and federal levels, by giving presentations and participating in speaking events highlighting EFLC goals and efforts;
- Monitors funding revenue, tracks program expenditures and ensures billing practices in accordance with specific contract provisions;
- Conducts duties related to the direct and general supervision of administrative and field staff directly associated with the EFLC;
- Provides support and/or assistance to voting member counties on EFLC related projects and programs;
- Coordinates outreach and educational efforts promoting the EFLC through the publishing and distribution of newsletters, press releases, articles and the establishment, maintenance and updating of websites and other relevant social media sites.
- Organizes and attends relevant meetings and events that promote and explain EFLC goals and efforts, including occasional weekends and/or evening meetings.
- Prepares and submits various progress reports related to EFLC programs and activities.

STARTING SALARY & BENEFITS: Starting salary range for the position is between \$60,000 and \$75,000 and based on skills and experience. Benefits include vacation, paid holidays, sick leave, health insurance and participation in the NYS Retirement System.

CONTACT INFORMATION: Questions regarding this job announcement can be directed to:

Doug Kierst, Executive Director

Cayuga County Soil and Water Conservation District
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Email: dkierst@cayugaswcd.org