

Columbia County Soil & Water Conservation District

Vacancy Announcement

AEM Program Specialist

The Columbia County Soil & Water Conservation District is accepting applications for an Agricultural Environmental Management (AEM) Program Specialist. This is a full time (40 hour/week), non-remote position. The appointment will be provisional until the incumbent takes and passes an appropriate civil service examination.

GENERAL DESCRIPTION OF POSITION: This is technical work involving the responsibility for assisting the Conservation District Executive Director in the planning and administration of the NYS Agricultural Environmental Management Program within Columbia County. The AEM Program Specialist will work closely with, and may assist, other staff on District projects as needed. Room for growth based on performance and certifications earned.

LOCATION: Columbia County Soil & Water Conservation District (Ghent, NY)

SALARY: \$55,000-\$62,000

BENEFITS: Excellent single and family health insurance coverage; Annual, Personal and Sick Leave; 13 paid Holidays; NYS Retirement; NYS Deferred Compensation (optional).

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Outreach and relationship building with the farming community of Columbia County;
- Conducts soil investigations, inventories and evaluations of natural resources and management activities on farms;
- Visits farms and works directly with operators to determine specific systems and practices that promote natural resource conservation and climate resiliency;
- Develops farm-specific conservation plans including but not limited to rotational grazing management, cover crop, and nutrient management plans;
- Assists with the development of proposals and performs activities required for the implementation of water quality and other special grant programs as required by the Executive Director;
- Works cooperatively with staff from other Districts to efficiently carry out the local AEM program;
- Supports other District Programs, including but not limited to Equipment Rental, Tree and Shrub Sale, Mud Creek Environmental Learning Center, and Municipal Assistance Program;

- Keeps daily work narrative;
- Assists with educational outreach programs such as Envirothon, County Fair;
- Completes other duties as assigned by the District's Executive Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of agricultural best management practices; concepts of soil science; agricultural soils and their interrelations with both surface and groundwater quality; principles and practices of agricultural resource conservation with emphasis on soil and water conservation related specifically to water quality; interpretation of natural resource maps; cost estimates, layout, implementation, and construction inspection of soil and water conservation practices according to USDA-NRCS standards and specifications; ArcGIS.

Must enjoy helping farms and local government solve problems; great verbal communication skills, listening skills, and ability to work as a team member; ability to seek assistance from other agencies in order to solve problems and move projects forward; ability to maintain records and prepare reports; ability to work independently toward common goals of the District; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with bachelor's degree in hydrology, environmental science, natural resources conservation, agriculture, or closely related field; AND two years of full-time (or equivalent part-time and/or volunteer) work experience in natural resources conservation, nutrient management, agricultural environmental management, or closely related field; (2) **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree as indicated in AND four (4) years of full-time (or equivalent part-time and/or volunteer) work experience in natural resources conservation, nutrient management, agricultural environmental management, or closely related field; **OR**

C. Graduation from high school or possession of an equivalency diploma and six (6) years of fulltime (or equivalent part-time and/or volunteer) work experience as indicated in (b); **OR**

D. An equivalent combination of training and experience as indicated in (a), (b) and (c) sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT: Must possess a valid driver's license to complete work assignments.

HOW TO APPLY: Email cover letter, resume and three references as a single PDF to Dylan Cipkowski dylan.cipkowski@ccswcd.org . Applications accepted until 4:30PM May 1, 2026.