

Conservation District Administrator Tompkins County

Department: Comptroller/Finance

Classification: Competitive

Labor Grade: T (90)

Approved: 0

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduate from a regionally accredited or New York State registered college or university with a bachelor's degree in agronomy, agricultural economics, natural resources conservation or a closely related field **AND** three years of professional experience in a soil and water or natural resource conservation field; **OR**
- (b) Graduate of a regionally accredited or New York State registered college or university with an associate's degree in agronomy, agricultural economics, natural resources conservation or a closely related field **AND** five years of professional experience in a soil and water or natural resource conservation field; **OR**
- (c) Any combination of training and experience equal to or greater than that defined in (a) and (b) above.

SPECIAL REQUIREMENT:

A valid New York State driver's license is required at the time of appointment and must be maintained throughout the life of employment.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for coordinating and supervising the Tompkins County Soil & Water Conservation District (SWCD) programs. The Conservation District Manager is responsible for the planning and execution of programs involving private and public properties and other entities in all aspects of natural resource management, including both administrative and technical phases. He or she will assess the status of all soil and water conservation grants currently outstanding and report that status to the County Administrator. This work is performed under the general direction of both the County Administrator and the Board of Directors of the Tompkins County Soil & Water Conservation district. Supervision is exercised over other subordinate district employees. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Supervise and manage all personnel activities, including field work and training. Prepare job descriptions and assist with the hiring of employees. Address all other matters related to personnel under the direction of the Board of Directors. Coordinate all SWCD activities with agencies assisting SWCD, including but not limited to USDA Natural Resources Conservation Service, USDA Farm Service Agency, NYS Soil and Water Conservation Committee, NYS Department of Environmental Conservation, NYS Department of Agriculture and Markets, and the county Board of Representatives. Provide the Board of Directors with information for decision making. Analyze workload; make recommendations for allocations of personnel and equipment. Prepare cost estimates and compile statistical data. Assist the Board of Directors in developing a long-range plan and an annual Plan of Action based on natural resource conservation needs and priorities. Prepare an annual SWCD budget under the direction of the Board of Directors and assist in presenting the budget to the county legislature. Write grant proposals for special programs to address natural resource conservation needs. Negotiate and implement contracts and develop final reports on grant funding. Conduct a public information program to explain the purpose, functions, and programs of the SWCD; includes an annual report, informational articles, brochures, radio presentations, tours, and slide shows. Plan and implement earned income programs such as the seedling program, pond-stocking program, and the agricultural assessment program. Assist in the survey and design of soil and water conservation projects such as diversion ditches, stripcropping, tile drainage, and

farm waste-management systems under the direction of USDA Natural Resources Conservation Service personnel.
Collect data and assist in developing whole farm nutrient management plans.
Assist the public in ordering trees and shrubs and other conservation plant materials.
Arrange for the delivery and placement of fish in farm ponds.
Assist in preparing maps and specifications.
Collect data for practice design and cost estimates.
Help maintain conservation practices by providing technical assistance on seeding, stone rip-rap, fencing, and other planned conservation practices.
Review conservation plans and advise on maintenance of conservation practices.
Assist with supervision and technical guidance of conservation district work crews as required.
Work with local water resources groups, including but not limited to the Water Resources Council, Water Resources Technical Committee, and local watershed groups.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of materials and procedures used in construction of conservation practices, drainage systems, ponds, forests, and other conservation projects.
Good knowledge of math.
Good knowledge of engineering surveying.
Knowledge of New York State Soil and Water Conservation Law.
Skill in organizing and planning.
Good interpersonal skills.
Ability to communicate effectively in writing and orally, including public speaking.
Ability to prepare budgets.
Ability to negotiate contracts.
Ability to understand and fulfill written and oral instructions.
Ability to supervise staff.
Mechanical aptitude.
Accurate and reliable.
Good physical condition and manual dexterity.

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Originally Created 04 2013