NATURAL RESOURCE CONSERVATION DISTRICT MANAGER

GENERAL STATEMENT OF DUTIES: This is an administrative and technical position which involves the planning and execution of environmental and conservation programs for the Soil and Water Conservation Districts involving both private and public entities. The work utilizes all aspects of natural resources management including both administrative and technical phases. Employees in this class will supervise and participate in all aspects of staff activities including field work. Work is performed under the general direction of the Board of Directors of the County Soil and Water Conservation District. General supervision is exercised over technical, clerical and seasonal employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

-Manages and directs the District Office including budgetary and personnel actions, public information, etc.;
-Determines content and organizes annual and periodic management reports for the Board of Directors, New York State, Herkimer County Legislature and other governing bodies;
-Plans, coordinates and administers the program services of the district;
-Supervises and provides technical assistance on the design, cost estimating, contract preparation and construction of environmental conservation projects;
-Coordinates district activities with the New York State Soil and Water Conservation Committee, the Soil Conservation Service and municipalities within the district, providing necessary data, information and reports regarding district programs and activities;
-Prepares analyses of workloads and makes recommendations on allocation of personnel and equipment, on the budget and cost estimates;
-Attends meetings to give reports and informational presentations regarding the budget, personnel or program activities and functions of the district;
-Schedules work for contractors and sees to its supervision in all categories of execution including administrative and financial;
-May act as the operations representative for the Board of Directors of the Conservation District in its contacts with other units of government;
-May calculate and recommend schedules of fees and/or margins of costs which the district may wish to assess landowners for services rendered;
-May act as the contracting officer in the negotiating of contracts for environmental projects between district, landowner, governmental units and construction contractors;
-Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation; thorough knowledge of the materials and procedures used in the construction and maintenance of drainage systems, ponds and forests and in other conservation measures; good knowledge of public and/or business administration; good knowledge of agricultural principles and operations; skill in estimating procedures used in soil and water conservation projects; ability to interpret maps, charts and graphs; ability to plan and supervise the work of others; ability to deal with the public and to represent the conservation program to interested parties; ability to establish effective working relationships; ability to compile and prepare reports; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

Either: **(A)** Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in the physical or natural sciences, civil or environmental engineering, agriculture or a closely related field, and two years of responsible work experience in conservation, agriculture, environmental science or a related field in the area of physical or natural sciences, at least one year of which shall have been in a supervisory capacity;

Or **(B)** Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in the physical or natural sciences, civil or environmental engineering, agriculture or a closely related field, and four years of responsible work experience in conservation, agriculture, environmental science or a related field in the area of physical or natural sciences, at least one year of which shall have been in a supervisory capacity;

Or **(C)** Graduation from high school or possession of a high school equivalency diploma, and six years of responsible work experience in conservation, agriculture, environmental science or a related field in the area of physical or natural sciences, at least one year of which shall have been in a supervisory capacity;

Or **(D**) An equivalent combination of training and experience as defined by the limits of (**A), (B)** and **(C)** above.

SPECIAL REQUIREMENTS:
Possession of the appropriate class of operator's license at time of appointment.

Competitive Class

Adopted 03/20/1989 CSC action
Title Revised 02/20/1997