

## **CONSERVATION DISTRICT MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the coordination, administration, supervision, and implementation of a county natural resource conservation program., involving both private and public properties, and private and public entities. The incumbent is responsible for a variety of technical duties relating to planning and implementation of various soil and water conservation practices. Work is performed under the direction of the board of directors of the county soil and water conservation district. General supervision is exercised over all other district employees.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises and is responsible for all of the activities of the staff including all "field" work;

Assists district technician in surveying, plotting, planning, designing, and implementing BMP's  
and other conservation practices undertaken by the District;

Development and implementation of a Integrated Pest Management program for selected farms,  
which includes compiling resource data, maps, scouting and plans;

Development and implementation of a Nutrient Management program for selected farms including  
compiling resource data, maps, soil and manure sampling;

Implementation of water quality and other special grant programs;

Assist in the development of grant applications;

Development of informational/educational programs related to natural resource conservation and  
other public outreach programs;

Assist in the coordination of public relation activities, including preparation of various columns,

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news releases and special events;

Prepares annual budgets, work plan and all required reports;

Supervises and coordinates all programs and activities of the District with cooperating agencies;

Collects data, prepares surveys, maps and specifications concerning potential conservation projects;

May act as the operations representative for the board of directors of a conservation district in its

contacts with other units of government;

Calculates and recommends 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;

Schedules work for contractors and sees to its supervision in all categories of execution including

administrative and financial.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge of the materials and procedures used in the construction and

maintenance of drainage systems, ponds, forests and other conservation practices; thorough

knowledge of the principles and practices of natural resource conservation with emphasis on soil and

water conservation; good knowledge of drafting, surveying and mathematics; good knowledge of

public and/or business administration; skill in estimating procedures used in soil and water

conservation projects; ability to understand and interpret engineering plans and descriptive

specifications; 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;

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ability to compile and prepare reports; ability to express oneself clearly and concisely, both orally and in writing; initiative and resourcefulness; dependability; and enthusiasm.

#### MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in the physical sciences, business administration, civil engineering or a related fields, and two years if responsible supervisory experience in construction, land surveying, engineering; or
- (B) Possession of a Associate's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in the physical sciences, business administration, civil engineering or a related fields, and four years of satisfactory experience in construction, land surveying, engineering or related fields at least two years 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 progressive responsible experience in construction, land surveying, engineering or related fields at least two years 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) or (C) above.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: April 7, 1999

Jurisdictional Class: competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/25/2023

Revised and Replaced in Classplan: 12/27/2024 (Edu)