

CONSERVATION DISTRICT PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the coordination of professional and technical duties in support of environmental and conservation programs on both private and public properties. The incumbent will assist in developing and maintaining geographic information and positioning systems database and will develop comprehensive planning programs to implement long range solutions to problems associated with soil and water management programs. Work is performed under the general supervision of the Conservation District Manager and the New York City Department of Environmental Protection (NYCDEP) Stream Management Program with some leeway for independently performing many duties of the position.

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.*

Assigns, reviews and coordinates activities of staff;

Participates in the development of GIS databases and related graphic products concerning environmental conservation studies;

Conducts field studies utilizing GPS database, digital cameras and other survey equipment to provide assistance in the development of stream management plans;

May coordinate district activities with other agencies assisting the district;

Performs work for researching and preparation of studies, budgets and reports, prepare tables and figures utilizing computer aided word processing software, handheld palm pilot and other informational systems;

Prepares tentative and preliminary cost estimates pertaining to stream management projects;

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Organizes and participates in staff meetings, preparing agenda, minutes and budgetary items for the

purpose of assisting in keeping agencies abreast of stream management plans;

Conducts workshops for community outreach for the purpose of educating the public

concerning the purpose and goals of the stream management programs;

Performs various clerical duties including preparation of general correspondence, invoices,

purchase orders and various administrative documents.

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

TERISTICS: Good knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation; good working knowledge of principles and techniques of Geographic Information System (GIS) mapping program and Global Positioning System (GPS) satellite imagery as applicable to regional planning; ability to interpret maps, charts and graphs; Good knowledge of the basic principles of personal computers and dataprocessing programs; ability to supervise the work of others; ability to deal with the public and to represent the conservation program to interested parties; ability to compile and prepare reports; ability to express oneself clearly and concisely, both orally and in writing; and mechanical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (1) Possession of a Bachelor's Degree in the physical sciences, regional planning, civil engineering or a related field and one year of acceptable experience in municipal, community or regional planning activities or land surveying; or
- (2) Possession of an Associate's Degree in the physical sciences, regional planning, civil

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- engineering or a related field and three (3) years of experience as described in (A) above, which must have included the application of automated information systems; or
- (3) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above, which must have included the application of automated information systems; or
- (4) An equivalent combination of training and experience as described in (A), (B) and (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: 12/11/02

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)