

CONSERVATION DISTRICT EXECUTIVE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position responsible for managing and directing the daily operations of the Dutchess County Soil and Water Conservation District. The incumbent provides and performs a variety of private and public technical soil and water conservation services and is responsible for the administration and coordination of the soil and water program. The work is performed under the supervision of the district board of directors. General supervision is exercised over other district employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Manages and directs the Dutchess County Soil and Water Conservation program;
2. Supervises, directs, and conducts performance reviews on the activities of all district staff;
3. Surveys and designs various drainage, pollution, erosion and sediment control plans;
4. Makes recommendations regarding drainage improvement, new building sites, stream bank and shoreline stabilization;
5. Assists property owners, municipalities, consultants and contractors with applications, aerial photographic retrieval and interpretation, construction projects, and interpretation and implementation of erosion and sediment control programs;
6. Provides and performs technical soil and water conservation practices such as pond site suitability assessments, wetland and floodplain identification and whole-farm planning;
7. Responds to and mediates county, state and federal agricultural complaints;
8. Performs a variety of financial administrative functions such as preparing and presenting the annual budget and requests for county appropriations, as well as researching, applying for and administering grants;
9. Develops funding proposals for programs which further the goals of the District and negotiates contractual arrangements with cooperating agencies;
10. Supervises the purchasing of District equipment, supplies, and maintenance contracts and oversees the accurate accounting of inventory;
11. Oversees or cooperates in a variety of local, county, state and federal soil and water conservation programs;
12. Attends meetings and training sessions as required;
13. Acts as the representative for the District Board of Directors in its contacts with other local units of government;
14. Reviews and updates policies pending board approval, briefs new legislative representatives and board members, publishes and distributes the district newsletter.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of land use and soil and water conservation methods and practices necessary to manage and direct the county soil and water conservation program;

Knowledge of local, county, state and federal soil and water conservation laws and regulations to ensure that legal requirements are met;

CONSERVATION DISTRICT EXECUTIVE DIRECTOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Knowledge of materials and procedures used in construction of drainage systems, ponds and other soil and water conservation projects necessary to make recommendations on such;
Knowledge of software packages for word processing, spreadsheets, and database management to produce a variety of reports and documents;
Ability to interpret maps, charts, and graphs;
Ability to plan and supervise the work of others;
Ability to research and prepare budgets and grant appropriation requests;
Ability to prepare written reports and other correspondence;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships with others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's Degree in one of the physical sciences, Agronomy, Natural Resource Administration, Civil Engineering, or a related field, and four (4) years of supervisory experience in a program involving soil and water conservation management activities;
- OR: (B) Associate's degree in one of the physical sciences, Agronomy, Natural Resource Administration, Civil Engineering, or a related field and six (6) years of supervisory experience as described above;
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Supervision must be an integral part of the job, not incidental or occasional. Typical duties may include, but are not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline.

NOTE: Your degree or college credit 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.

SPECIAL REQUIREMENT

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

EV6101

ADOPTED: 11/04/99(Conservation District Manager)

REVISED: 02/21/19 12/09/19