

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** CONSERVATION DISTRICT MANAGER

**TITLE #:** 1793

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and supervisory position responsible for managing and directing the daily operations of the Orange County Soil and Water Conservation District's natural resources and conservation program. Areas of responsibility include administrative, supervisory, technical/engineering programming, educational/environmental programming and community/public relations. Duties involve planning for the execution of conservation programs involving both private and public properties and entities (such as planning boards, watershed associations, nature conservancies, etc.) as designated by the district board. Work is performed under the general direction of the district's Board of Directors. Supervision is exercised over the work of all subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Manages and directs the daily operations of the Orange County Soil and Water Conservation District; supervises district staff including the schedules and evaluations of all district employees; prepares and implements training plans for all district employees;

Performs a variety of financial administrative functions such as preparing and presenting the district budget and requests for county appropriations, as well as researching, applying for, and administering grants;

Reports to and makes recommendations to the Board of Directors regarding the development and modification of district policies, programs, staffing needs, etc., and directs the implementation of any approved recommendations;

Represents the district to the public and outside agencies, at official meetings and conferences, and by serving on various committees, such as the Orange County Agricultural and Farmland Protection Board, Water Quality Coordinating Committee, etc.;

Explains the purposes and results of the district's programs to the general public, funding partners, and public and private agencies on behalf of the district board;

Coordinates the Conservation Tillage Equipment Rental Program, which entails transporting, assisting in operation of, and maintaining the equipment, and encourages sound land management practices in conjunction with its use;

Plans and designs erosion control and water quality protection systems/practices on lands within Orange County, by utilizing Natural Resources Conservation Services' standards, specifications, and engineering delivery system when appropriate and available, and by obtaining outside professional input/approvals as needed;

Provides technical advice to municipalities and promotes sound land usage in site planning and development;

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Manages the district's computer system, which contains records management activities, various databases, digital mapping software, etc., and coordinates with federal government representatives applications that are compatible with the federal computer system;

Assumes responsibility in locating potential sources of revenue and directing various fundraising efforts to ensure adequate resources are available in order to maintain district operations;

Develops and supervises a comprehensive and pro-active educational program to interpret soil and water conservation concerns such as general environmental, water quality and urban erosion and sediment control to both rural and urban landowners and youth in the county.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods and practices of natural resource conservation; good knowledge of the district's programs, goals, policies and procedures; good knowledge of local, county, state, and federal soil and water conservation laws and regulations; good knowledge of materials and procedures used in drainage systems, erosion control and water conservation projects; good knowledge of the principles and practices of administering an educational program inclusive of program development and implementation as it applies to soil and water conservation concerns; working knowledge of public and/or business administration; working knowledge of grant proposal writing and external sources of funding; skill in surveying land; ability to establish and maintain effective working relationships with other private and governmental agencies, district staff and the general public; ability to plan, organize and supervise the work of subordinate employees; ability to effectively explain the purposes and results of the district's programs to interested parties; Ability to interpret maps, charts and graphs; ability to communicate both orally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in one of the physical sciences, Agronomy, Natural Resource Administration, Civil Engineering, or related field, and two (2) years of experience in soil and water conservation or related field, one (1) of which was supervisory; OR,
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in one of the physical sciences, Agronomy, Natural Resource Administration, Civil Engineering, or related field, and four (4) years of experience in soil and water conservation or related field, one (1) of which was supervisory; OR,

**NOTE:** Successful completion of graduate semester hours in Natural Resource Management, Natural or Physical Sciences, Environmental Studies, or a closely related field, may be substituted for work experience as follows: Thirty (30) graduate semester hours is equivalent to one (1) year of work experience; Sixty (60) graduate semester hours is equivalent to two (2) years of work experience.

**JURISDICTIONAL CLASS:** Competitive.

REVISED: 6/13/06 ms