

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

CLASS TITLE: CONSERVATION PROJECT COORDINATOR

TITLE #: 1845

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing a variety of technical duties related to the mobile pelleter project including fulfilling all grant management requirements, educating the public about biofuels/renewable energy, and conducting research regarding the use of biomass as an alternative energy source. Work is performed under the supervision of the Conservation District Manager and is checked by review of plans, reports and field inspections. Supervision is not typically a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and maintains all grant-related records including narrative and financial reports, requests for payment and supporting documentation, as well as local match documents;

Develops methods for identifying new funding sources;

Schedules appointments and meets with farmers to conduct farm-site evaluations and prepares insurance and user agreement paperwork;

Assists with set-up and breakdown of mobile pelleter equipment and troubleshoots equipment performance issues;

Conducts research and technical investigations, as directed by the Supervisor, relative to the use of biomass as an alternative energy source;

Develops marketing strategies including planning and scheduling public education events, writing informational articles and program materials regarding biofuels/renewable energy , and meeting with various manufacturers, distributors, and potential end users of the mobile pelleter's products;

Maintains computer databases and develops applications to assist with the management of the mobile pelleter program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of Federal, State and Local funding sources, rules and regulations; good knowledge of the principles and practices of natural resource conservation; good knowledge of the principles and practices of public relations; skill in technical research; skill in collecting, organizing and analyzing data and information related to grant applications; ability to assist in the development and implementation of grant initiated programs; ability to relate programming results to funding sources; ability to manage projects and meet deadlines; ability to prepare and present reports both orally and in writing; ability to plan, organize and administer conservation education program; ability to establish and maintain working relationships with other private and government entities; ability to communicate effectively both orally and in writing; computer literacy in the use of word processing, spreadsheet and mapping software; 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 Earth, Environmental Science, or a related field and two (2) years of professional work experience in renewable energy, agriculture or a closely related field, which shall have included grant management; 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 Earth, Environmental Science, or a related field and four (4) years of professional work experience in renewable energy, agriculture or a closely related field, which shall have included grant management ; OR
- C. Graduation from high school or possession of a high school equivalency diploma and (6) years of professional work experience in, renewable energy, agriculture or a closely related field, which shall have included grant management.

JURISDICTIONAL CLASS: Competitive

7/23/09