



**Franklin County Soil and Water Conservation District**  
**174 Finney Blvd**  
**Malone, NY 12953**  
**(518) 651-2097**  
**[www.fcswcd.org](http://www.fcswcd.org)**

## **CONSERVATION DISTRICT MANAGER**

Franklin County Soil and Water Conservation District has a vacancy for a Conservation District Manager.

### Qualifications:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Agriculture, Environmental Sciences, Business Administration, Marketing, Industrial Management, Civil or Mechanical Engineering or a closely related field with two (2) year of experience in soil and water conservation work or closely related field; or

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Agriculture, Environmental Sciences, Business Administration, Marketing, Industrial Management, Civil or Mechanical Engineering or a closely related field with four (4) year of experience in soil and water conservation work or closely related field; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Special Requirement: Possession of a valid NYS Driver's license at the time of application and maintained throughout employment. Salary range \$69,000-\$74,000 and commensurate with experience. Please send a copy of NYS License, Attached Application, Resume, unofficial transcripts, and Contact information for three professional references. For application contact the Franklin County Soil and Water at (518) 651-2097 or go to the website: <http://www.fcswcd.org> to download and mail a completed application and associated documents to the Franklin County Soil and Water Conservation District, Attention Ralph Child, 174 Finney Blvd, Malone, NY 12953. Questions please call: (518) 651-2097.

Residency Waived. EOE. The last date to file application is August 1, 2024.

Jurisdictional Class:   C    
Location: Soil & Water Conservation District  
Fr. Cty. Grade:   -  

Revised: Dmb.

Date: 11/4/08.

## CONSERVATION DISTRICT MANAGER

**GENERAL STATEMENT OF DUTIES:** This is a supervisory and technical position that involves planning, coordinating and implementing water quality, non-point source pollution and natural resource conservation programs in Franklin County. The incumbent will assist with the planning, design and implementation of soil and water conservation practices in both farm and non-farm settings. Employees in this class are expected to supervise subordinates and directly assist in projects such as agricultural waste management, nutrient management planning, agricultural environmental management and water quality implementation programs as well as other soil and water management programs. All work will be performed independently within the policies and priorities as set forth by the Board of Directors. Incumbent will perform other duties as required.

**TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Provides technical assistance to landowners and units of local government including the evaluation, layout, survey, design, cost estimate, contract preparation, construction inspection, documentation and supervision of environmental conservation practices and programs;
- Prepare natural resource conservation and development plans, conducts site reviews, prepares evaluation reports and assist in stream permits and/or other permits for conservation projects;
- Supervise and manages all District personnel and addresses all other matters related to personnel under the direction of the Board of Directors;
- Administers, coordinates, and implements all District programs, including earned income programs, prepares cost estimates;
- Coordinates all District activities with various agencies assisting the District including;
- Develop and apply for grant proposals for special programs to address natural resource conservation needs, negotiate and implement contracts and develop final reports on grant funding;
- Acts as the contracting officer in the negotiating of contracts for environmental projects between the District, landowner, governmental units and construction contractors;
- Develops, coordinates and manages District programs such as workshops, seminars, training sessions, educational displays, etc.;
- Attend meetings, seminars and workshops that are pertinent to the District or necessary for training as Directed by the Board of Directors;
- Develop and execute training plans and training programs for District employees;
- Assists the Board of Directors in the development of Long Range Plan and Annual Plan of Action based on natural resource conservation needs and priorities, as well as administrative reports required by Memorandums of Understanding with cooperating agencies;
- Provides the Board of Directors with information needed for decision making;
- Conducts a public information program which explains the purpose, functions and programs of the Districts, including, but not limited to, an annual report, newsletter, information articles, brochures, tours and slide shows;
- Initiates and directs District conservation education programs for schools and the general public;
- Collect data and prepare surveys, maps, and specifications concerning potential conservation projects;
- Calculate and recommend schedules of fees and/or margins of costs that the District may assess for services rendered;
- Responsible for District purchases and equipment, including proper care and maintenance;
- Represent the District at cooperating agency, organization, municipal and water quality meetings as necessary, and make reports, both written and oral;
- Prepare a monthly work report for the District Board of Directors, develops and post a weekly schedule;
- Prepares the annual budget under the direction of the Board of Directors and assists in the presentation of the budget to the Legislature;
- Prepares Ag Value Assessments soil group worksheets as requested.

Job description continued for:

**CONSERVATION DISTRICT MANAGER**

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

Thorough knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation; thorough knowledge of the materials and procedures used in the construction and maintenance of conservation practices; knowledge of public or business administration; knowledge of personnel management; ability to interpret maps, charts and graphs; ability to plan and supervise the work of others; ability to deal with the public and cooperating agencies, and present the District program to interested parties; ability to communicate effectively both orally and in writing; ability to compile and prepare reports; dependable; enthusiastic; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Agriculture, Environmental Sciences, Business Administration, Marketing, Industrial Management, Civil or Mechanical Engineering or a closely related field with two (2) year of experience in soil and water conservation work or closely related field; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Agriculture, Environmental Sciences, Business Administration, Marketing, Industrial Management, Civil or Mechanical Engineering or a closely related field with four (4) year of experience in soil and water conservation work or closely related field; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Special Requirement:** Possession of a valid New York State license to operate a motor vehicle necessary at time of appointment.

\*\* Part-Time work in the areas above may be pro-rated toward full-time experience. \*\*