

## EXECUTIVE DIRECTOR/ SOIL AND WATER CONSERVATION DISTRICT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility of administering, coordinating and supervising all of the daily operations of the Ulster County Soil and Water Conservation District (SWCD). The incumbent is responsible for the planning and implementation of all soil and water conservation programs in all aspects of the administrative and technical elements of natural resource management. This work involves both private and public properties and entities. Work is performed under the general direction of the Ulster County Soil and Water Conservation District Board of Directors, and the incumbent represents the Board in the execution of all policy matters, exercising independent judgement in carrying out the details of the work. General supervision is exercised over all other District employees. Does related work as required.

**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.

Provides technical assistance to individual landowners, groups and units of government in the form of site evaluations, surveys, designs, construction inspections, and all other relevant areas;

Provides assistance and documentation for the application of good soil and water conservation practices and programs as they relate to drainage, pollution, erosion, stream bank and shoreline stabilization, and sediment control issues;

Coordinates all activities with federal, state, county and local agencies assisting and/or monitoring the Ulster County Soil and Water Conservation District;

Supervises and participates, as needed, in all established District programs such as the seedling program, pond suitability and stocking, and agriculture assessment programs;

Assists the Board of Directors in the development of the Annual Plan of Operations, as well as long-range planning based upon natural resource conservation needs and priorities;

Calculates and recommends to the Board, schedules of fees and/or margins of costs the District may assess for services rendered;

Ensures Soil and Water Conservation District compliance with all state and federal laws;

Leads and participates in the preparation of the annual District budget under the direction of the Board of Directors, and assists the Board in presenting the budget to the Ulster County Legislature;

Researches and writes proposals for special grant programs to address natural resource conservation needs, implements contracts and develops final reports on grant funding;

Conducts a public information program which explains the purpose, functions and programs of the Soil and Water Conservation District;

Represents the Board in the execution of all policy matters;

Responsible for the supervision, recruitment, training and development of subordinate personnel;

Reviews and evaluates the work of subordinate personnel and prepares performance appraisals and reports;

Represents the Ulster County Soil and Water Conservation District at various cooperating agency, organization and municipal meetings as necessary.

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

Good knowledge of federal, state, and local laws, rules and requirements relating to soil and water conservation programs; good knowledge of the principles, practices and procedures of natural resource conservation, especially as they relate to soil and water conservation; working knowledge of local geography and physical resources, community and governmental organizations; ability to read and interpret maps, charts and graphs; ability to effectively plan, organize, and supervise the work of subordinates; ability to conduct promotional and public relations activities pertaining to District programs in a clear and concise manner; ability to compile data and prepare written reports and maintain records; ability to establish and maintain good working relationships with a diverse group of agencies, constituents and municipalities; integrity, initiative, tact, courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from an accredited college or university with a Bachelor's Degree in Agriculture, Agronomy, Natural Resources Conservation or Management, Environmental Science or Technology, Civil Engineering, Biology, Geography, Geology, or closely related field and two (2) years paid full-time experience in natural resource conservation activities including one (1) year of supervisory experience; **OR**
- B. Graduation from an accredited college or university with an Associate's Degree in Agriculture, Agronomy, Natural Resources Conservation or Management, Environmental Science or Technology, Civil Engineering, Biology, Geography, Geology, or closely related field and four (4) years paid full-time experience in natural resource conservation activities including one (1) year of supervisory experience: **OR**
- C. An equivalent combination of training and experience as described in A and B above.

**Special Requirement:** Possession of a valid New York State Driver's License at the time of appointment and during the term of employment.

ULSTER COUNTY  
3092 EX DIR S&W  
Classification: Competitive  
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Adopted: May 18, 2022