

WATERSHED ADMINISTRATOR

DEPARTMENT: Tioga County Soil & Water Conservation District
CLASSIFICATION: Competitive
SALARY GRADE: To be determined
ADOPTED: 01/10; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for providing overall program development, coordination, and securing funding sources of Upper Susquehanna Coalition (USC) Wetland / Watershed projects. The work involves extensive interaction with local, state, and federal officials to promote and develop program initiatives. Work is performed under general direction of USC Board Members and the Tioga County Soil and Water Conservation District Manager. Supervision is exercised over administrative and environmental field staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Develops various USC projects, programs, and planned initiatives from interaction with USC Board Members;
- Writes proposals in order to secure funding sources for all USC programs and projects;
- Gives presentations and participates in speaking events to cultivate and maintain USC relations at local, state, and federal levels;
- Monitors funding revenue and ensures billing practices in accordance with specific contract provisions;
- Provides direct and general supervision to administrative and field staff involved with USC projects and programs;
- Screens and recruits staff, performs evaluations, and determines employment terminations;
- Screens requests for purchase and prepares a spending proposal to the USC Board Members for final determination;
- Prepares various reports related to USC programs and activities.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND 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 best management practices for water quality, water management, and related practices; good knowledge of public or business administration; good knowledge of personnel management practices; good knowledge of Federal Water Pollution Control Act and other applicable state and local regulations pertaining wetlands; skill in estimating procedures used in soil and water conservation projects; good knowledge of the techniques and practices of verbal and written communication; ability to present ideas clearly and effectively, both written and orally; ability to deal with the public and to represent conservation programs to interested parties; ability to compile and prepare reports; initiative; tact; sound judgment; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Forestry, Natural History, Ecology, Hydrology, Environmental Science, or closely related field **and** four (4) years of full-time experience (or its part-time equivalent) in the field of soil and water conservation or closely related field, one (1) year of which must have been involved with program management or contract administration.