

The Suffolk County Soil and Water Conservation District has an immediate opening for the position of District Manager with the following qualifications:

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, an employee in this class directs and supervises the day-to-day operations of the County Soil and Water Conservation District. The incumbent works closely with federal and state agencies in planning, applying and maintaining measures and structural improvements for soil and water conservation on individual holdings and on water sheds. The incumbent exercises considerable independent judgment and initiative in the performance of duties. Supervision is exercised by a Board of Directors, and work is reviewed through frequent conferences and the review of written and oral reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises and participates in studies and investigations relevant to conservation planning and application, and proper land utilization;

Reviews all conservation programs submitted to the department by builders, developers and contractors to insure adherence to existing state and federal standards;

Reviews all reports and data gathered by department and makes recommendations to the Board of Directors with regard to appropriate action to be taken to implement proper soil and water conservation within the district;

Conducts test plots for various plants shrubs and grasses to determine whether the climatic and environmental conditions of the district are conducive to good growth;

Prepares periodic reports on departmental activities and submits them to the Board of Directors, the County Legislature, the County Executive and other governing agencies;

Prepares the annual budget for the department;

Makes presentations to town boards, community organizations and groups for matters relevant to soil and water conservation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the theory, practices and methodology of federal, state and local conservation control programs and resources; thorough knowledge of recent developments, current literature and sources of information pertinent to the field of soil and water conservation; good knowledge of the principles of drafting and design; ability to systematically analyze and evaluate facts and statistical data and to arrive at sound conclusions for the solution of conservation control problems; ability to establish and maintain effective working relationships among conservation agencies on both the local and state levels, local County officials and the general public; ability to express oneself clearly and concisely and to prepare comprehensive written and oral reports; ability to supervise personnel in a manner conducive to full performance and high morale; ability to maintain accurate records and to prepare accurate and comprehensive reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

(a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree in one of the natural sciences, and three (3) years of experience in the field of soil and water conservation; or,

(b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and seven (7) years of experience in soil and water conservation; or,

(c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

PROMOTIONAL

Two (2) years of permanent competitive status as a Senior Soil District Technician; or, Five (5) years of permanent competitive status as a Soil District Technician.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment and throughout employment in this title, employees are required to possess a valid license to operate a motor vehicle in New York State.

THIS IS A CIVIL SERVICE JOB.

R4/16/85

SUFFOLK COUNTY

Competitive

Resumes will be accepted until January 25, 2016. Please send to Liz Condon (elizabeth.condon@suffolkcountyny.gov or Rob Carpenter, SWCD Board Chairman (rcarpenter@lifb.com). We request that there be no phone inquiries at this time. If there are any questions, either Liz Condon or Rob Carpenter will get back to you.