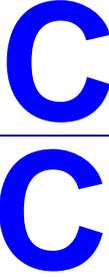




**CAYUGA
COUNTY**

Z:\Civil\JobSpecs\Watershed
Program Manager



An Equal Opportunity Employer

CIVIL SERVICE COMMISSION

TITLE:	WATERSHED PROGRAM MANAGER
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	SOIL & WATER CONSERVATION DISTRICT
ADOPTION: CSM	06/18/2003
REVISED: CSM	04/11/07, 08/10/11

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional level position involved with coordinating and implementing watershed management for Watershed in Cayuga County. The work involves the coordination of the efforts of municipalities to improve and maintain high quality water standards. The incumbent will interact with local, state and federal agencies, landowners and citizens to develop and implement appropriate strategies and action plans to improve water quality. Supervises the work of technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Coordinates the actions of watersheds in Cayuga County, assists the Soil and Water Conservation District in implementing the watershed management plans for Owasco and Cayuga Lakes;
- Provides ongoing administrative support for the SWCD and its related committees and structure, and represents the District while coordinating watershed management activities with other groups and agencies;
- Establishes and assists in the implementation of appropriate management strategies for sources of pollution, and evaluates the effectiveness of the various strategies;
- Assists the District in writing grants and oversees the administration of these grants for accuracy and completion;
- Coordinates and assists with ongoing public education activities, provides supports for the role that citizens will play in reducing the sources of pollution in the lakes and associated watersheds;
- May supervise interns and other support staff as integrated into the overall watershed programs;
- Oversees, monitors, and evaluates the progress of the plan to include lake and tributary sampling and monitoring, and continues to assess sources of pollution;
- Assists the Conservation District in managing the budget and financial resource base support for the watershed management plan and makes recommendations on funding issues to the Conservation District as needed;
- Acts as spokesperson for the Conservation District and the watershed management plan, with emphasis on an ongoing public relations effort that will provide both oral presentation and written communications;
- Supplies information for the preparation of program reports, and writes and delivers such reports as required;
- Attends professional training, attends conferences, annual meeting and workshops;
- Performs any other related duties as assigned or directed by the Conservation District and or Supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices related to sources of pollution and how they relate to the process of watershed management;
Good knowledge of public and/or business administration;
Working knowledge of the political, fiscal, and scientific components of watershed management planning and plan implementation process;
Working knowledge of office computer applications and the ability to use an alpha-numeric keyboard to enter and retrieve data;
Ability to supervise the work of others;
Ability to communicate effectively both orally and in writing with a wide variety of audiences;
Ability to coordinate and implement a complex watershed management plan;
Ability to plan, organize and produce work products with little direction or supervision;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Natural Resource Conservation, Environmental Engineering, Environmental Science, Agronomy or closely related field and two years of full-time paid experience in watershed management, natural resources conservation or closely related field, one year of which shall have been at an administrative management level; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Associate's degree in Natural Resource Conservation, Environmental Science, Environmental Technology, Engineering Technology or closely related field and four years of full-time paid experience in watershed management, natural resources conservation or closely related field, one year of which shall have been at an administrative management level; OR
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.