

EXECUTIVE DIRECTOR SOIL AND WATER CONSERVATION DISTRICT

Code No: 3-14-382

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is the chief administrative position in the Monroe County Soil and Water Conservation District which involves planning, directing and coordinating its administrative and operational functions to ensure the protection and enhancement of soil and water quality throughout Monroe County. Responsibilities include overseeing and supervising program development and evaluation, marketing initiatives, operations, public relations, and the financial aspects of the agency. This employee reports directly to and works under the general direction of the Chairman of the Board of Directors. General supervision is exercised over a professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Directs and implements policies and programs including the areas of financial management, strategic planning, staff management and development, fundraising, grant development and fostering partnerships;

Serves as principal advocate to external constituencies;

Ensures employees understand district programs, policies and objectives and receive adequate training and guidance;

Determines specific employment responsibilities of employees;

Ensures that current duties of employees adhere to job specifications;

Participates in all phases of the grievance procedure including arbitrations and improper practice hearings;

Researches, analyzes and compares competitive wage structures and benefit programs;

Determines appropriate disciplinary actions;

Prioritizes and reviews work to ensure it meets technical standards and specifications;

Resolves questions on standards and specifications;

Provides input to the Board regarding technical competence of employees;

Establishes work schedules and coordinates scheduling of day-to-day technical assistance;

Investigates funding opportunities and develops grant proposals;

Consults with members of the Monroe County Soil and Water Conservation District Board of Directors with reference to policy and operations;

Confers with various outside consultants as needed;

Attends and represents the District at public, civil, social and governmental meetings and conferences including special Board meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the organization, functions, policies, regulations and procedures of the Monroe County Soil and Water District; good knowledge of local, state, and federal programs and laws relating to soil and water conservation; good knowledge of the roles of conservation districts, and state soil conservation agencies in the implementation of local, state and federal programs; good knowledge of proper procedures used to request funding; good knowledge of the economic and social structure and conditions of the agency; good knowledge of the principles of administrative supervision; working knowledge of sound financial management techniques and practices; working knowledge of interdisciplinary techniques, methods, and principles relating to soil and water conservation issues; working knowledge of education design and implementation; skill in planning and program development; ability in marketing; ability to identify needs and initiate ideas; ability to conduct fund development; ability to develop grant proposals; ability to communicate effectively both orally and in writing and deliver effective presentations; ability to plan, organize and evaluate the work of others; ability to lead, inspire, direct, motivate and facilitate the work of others; ability to establish and maintain effective working relationships with individuals within the organization and outside of the District; ability to operate personal computer in the performance of duties; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: January 8, 2004

Approved Exempt by State Civil Service Commission action on July 15, 2009