

## **WATERSHED AGRICULTURAL COORDINATOR**

Code No. 4-14-394  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position, located in the Monroe County Soil and Water Conservation District, is responsible for researching, planning and implementation of agricultural best management practices through the Agricultural Environmental Management Program as well as coordinating various programs related to water quality and natural resource restoration projects within the Genesee River Watershed. Duties involve interaction with federal, state and local agencies, contractors, and landowners, to accomplish program objectives. The employee reports directly to, and works under the general supervision of the Executive Director of the Monroe County Soil and Water Conservation District or other higher level staff member. 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.)

Coordinates agricultural programs and projects with Genesee River Watershed counties;

Collects and tracks data, including high quality agricultural data needed for Genesee River Modeling;

Creates annual data reports related to the Genesee River Watershed program;

Assists in implementing project plans and meeting grant deliverables;

Performs grant program management by tracking and monitoring funds;

Provides leadership and outreach to federal, state, and local legislators on agricultural issues;

Develops and implements educational and technical training programs and initiatives;

Creates and organizes educational media material to inform landowners of projects and programs for the Genesee River Watershed;

Develops various reports related to Genesee River Watershed program and activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of principles and practices of natural resource conservation; good knowledge of best management practices for water quality, water management, and related practices; good knowledge of environmental planning and construction; good knowledge of effective business management; good knowledge of personnel management; working knowledge of applicable state and local regulations and programs pertaining to natural resource and soil and water conservation; working knowledge of surveying land for the purposes of design and construction; working knowledge of related geographic information systems (GIS); ability to establish and maintain cooperative relationships with local officials, property owners, contractors, and the general public; ability to read and interpret laws; ability to write clear and concise correspondence and reports; ability to effectively present program materials to groups; ability to communicate orally and in writing; organizational ability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Geography, Agricultural Engineering, Agricultural Business Management, Agricultural Management or a closely related field, or an agricultural field of study, or a natural science (physical or biological), plus one (1) year paid\* full-time or its part-time equivalent experience in the field of agriculture, farming, environmental planning or environmental science related activities; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields listed in (A) above plus two (2) years paid\* full-time or its part-time equivalent experience in the field of agriculture, farming, environmental planning or environmental science related activities; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields listed in (A) above, plus four (4) years paid\* full-time or its part-time equivalent experience in the field of agriculture, farming, environmental planning or environmental science related activities; OR,
- (D) Currently certified by the American Society of Agronomy as a Certified Crop Adviser (CCA)\*\*.
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*For the purposes of these minimum qualifications, work experience can include paid or unpaid college level co-operative education work experience and college internships.

\*\*If qualifying under section (D) above, must submit a copy of the CCA certificate at the time of application.

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

ADOPTED: July 10, 2017