

## **CONSERVATION PROGRAM SPECIALIST**

Code No. 4-14-225  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position, located at the Monroe County Soil and Water Conservation District, is responsible for performing a variety of technical duties related to the establishment of conservation practices concerning land and water on public and private properties. Duties involve coordinating natural resource projects and programs with the public and coordinating informational and educational activities related to natural resource conservation, data collection and field work such as surveying. The employee reports directly to, and works under the general supervision of the Executive Director 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 education and outreach programs, including Conservation Field Days and Enfirothon, gives presentations, and coordinates public events;

Interacts and educates the public regarding natural resources, conservation topics, soils and wetlands;

Negotiates conflicts with the public to resolve complaints;

Composes education and outreach materials and maintains and updates a website and other social media sites;

Acts as liaison with watershed committees and other conservation groups;

Assists with the Invasive Species Management Program;

Assists with the survey, design and implementation of practices related to conservation, erosion control, water quality, stormwater runoff and agriculture;

Assists landowners and municipalities with regulatory permit application as needed;

Conducts and provides pond site evaluations and recommendations;

Prepares a variety of records and reports;

Develops and administers grant funded programs to improve water and environmental quality;

Collects data and creates surveys, maps and specifications;

Operates equipment such as Global Positioning Systems (GPS), Geographic Information Systems (GIS), and Laser and Total Station survey equipment;

Coordinates the Conservation District Tree and Shrub Program and assists with established earned income programs such as the Fish Stocking Program;

Assists with the Agricultural Environmental Management (AEM) program including developing, coordinating, promoting and facilitating events and training;

Completes and records Soil Group Worksheets for Agricultural Value Assessments.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of principles and practices of environmental science and natural resource conservation; working knowledge of basic surveying; working knowledge of environmental and permit regulations; working knowledge of agricultural operations and practices; ability to coordinate with people and organizations to complete projects and programs; ability to provide training, guidance, and information regarding conservation issues to all types and ages of individuals; ability to organize and manage workloads; ability to document work and develop reports; ability to communicate orally and in writing; ability to develop grant proposals; ability to interpret maps, charts, and graphs; ability to utilize related software; ability to work with aerial photographs; ability to make field visits and work in inclement weather; 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 a natural science, including but not limited to, Fisheries and Aquatic Science, Forestry, Environmental Science, and Natural Resource Management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a natural science, including but not limited to, Fisheries and Aquatic Science, Forestry, Environmental Science, and Natural Resource Management plus six (6) months paid or volunteer\* full-time or its part-time equivalent professional\*\* experience (including paid and unpaid co-op work experience and college internships) in environmental conservation, natural resources instruction or preservation, ecological restoration, water quality or storm water management; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

\*Volunteer experience must be documented by the participating agency and signed by the appointing authority. Employment dates, average number of hours worked per week, and job duties must be included. Documentation must be included with your application.

\*\*Professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial, labor or related experience.

**SPECIAL REQUIREMENT:** 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 capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission  
**ADOPTED:** November 7, 2019