

PROGRAM SPECIALIST (SOIL & WATER CONSERVATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Planning, an incumbent of this position is responsible for administration, implementation and coordination of the various programs of the District Board in reference to storm water runoff and flooding erosion control and soil and water conservation. The exercise of independent judgment within prescribed policies is a responsibility of the position. Supervision is exercised over a small number of clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives and reviews requests for information and services from the public, municipalities and county officials and refers them to various technical resource persons available to the District for action on a priority basis;

Manages the District Office, including supervision of stenographic help, filing, accounting, budgeting, personnel actions, annual and periodic management reports, etc.;

Serves as secretary to the Soil and Water Conservation District, and prepares and keeps minutes of Board meetings;

Administers consultant contracts on behalf of District as to the proper fulfillment of the contract both technical and procedural basis;

Attends administrative and technical meetings of other agencies on behalf of the District Board;

Prepares reimbursement vouchers for State Conservation Committee;

Undertakes and conducts studies to identify flood prone and flood hazard areas and areas where the sedimentation has significantly reduced stream channel capacity or has caused adverse effects on flora and fauna;

Coordinates the development of plans for alleviation of such flooding and sedimentation problems;

Implements, in cooperation with Soil Conservation Service and County technical staff, the programs of the District to accomplish objectives of flooding erosion and sedimentary control programs;

Prepares written reports and summaries of District functions and of minutes of District Board meetings;

Develops or coordinates the development of plans for the minimization of erosion and sedimentation;

EXAMPLES OF WORK: (continued):

Obtains and distributes appropriate technical guides and pamphlets for the benefit of municipal and county officials;

Coordinates and participates in the conduct of training sessions, seminars, and public information meetings on sedimentation and erosion control practices and conducts related programs to increase the knowledge and application of soil survey data and its use;

Provides advice and data to assist in the design and decision making process regarding conservation aspects of land use development and other actions and policies;

Assists persons completing environmental reviews under the State Environmental Quality Review Act and other environmental review procedures with regard to the inclusion of adequate data on soils and storm water runoff, etc.;

Contacts municipal governments and obtains commitments from them that they will implement sound soil and water practices and maintains records of such commitments;

Edits and publishes a newsletter to municipal officials, planning boards, conservation boards, and advisory counsels on soil and water conservation practices;

Provides and coordinates technical assistance to municipal officials and land owners, and others upon request;

Maintains a data library for use in studying problem related to soil and water conservation;

Recommends action to be taken by the Board concerning landowners and others requesting assistance;

Collects data, surveys, and maps of potential conservation projects;

Prepares written agreements between the Board, landowners, and others.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of public administration; knowledge of the principles and practices of soil and water conservation such as drainage systems, retention basins, erosion and sedimentation controls, and methods for non-point pollution controls; ability to communicate in writings, or verbally the technical data, reports, and/or charts to lay boards and the public and visa versa; ability to coordinate the work of others; ability to deal with the public and to represent the conservation program to interested parties; ability to maintain technical files of maps, records, texts, etc.; ability to supervise clerical help; tact; patience; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in a social, biological or physical science and either (a) three years of experience in public administration work, two years of which was in a planning or conservation project; or (b) completion of a one-year Master's Degree* in a social, biological or physical science and two years of public administration work on a planning or conservation project; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
AVD

Job Class Code: C1530
Job Group: X