



JEFFERSON COUNTY SOIL AND WATER CONSERVATION DISTRICT

www.jeffersoncountyswcd.org

25451 State Route 12, Watertown, NY 13601

Telephone (315) 782-2749

Fax (315) 782-3054

VACANCY ANNOUNCEMENT: Executive Director

We are seeking an enthusiastic, self-motivated individual with expertise in natural resource management. The successful candidate will work with private and public properties and entities in all aspects of natural resource management involving both administration and technical assistance.

Duties include, but not limited to, the following:

- Coordinate all existing District activities, projects, programs, and services.
- Continually seek and generate new revenue sources by implementing new conservation projects, programs, and services in a cost-effective manner.
- Develop and execute grant proposals/deliverables, contracts/agreements, and policies.
- Manage all administrative and technical functions of the District; supervise and participate in staff activities including fieldwork. Provide staff and/or public training, as needed.
- Analyze and organize complex data concisely to prepare a variety of reports and presentations.
- Provide technical assistance including the design, cost estimation, contract preparation, and supervision of all conservation projects.
- Develop a fiscally sound budget for the annual operation of the District. Monitor budget, revenues, expenses, and inventory in accordance with practices recommended by NYS Office of the State Comptroller. Analyze cost-effectiveness as well as conservation efficiency.
- Provide the Board of Directors with written and/or verbal reports and information necessary for decision making.

Salary and benefits:

- \$75,000-\$95,000 commensurate with education and experience
- Insurance: Health, dental, short-term, long-term disability coverage
- Health Savings Account (optional for those enrolled in the District's health insurance program)
- New York State Retirement System
- New York State Deferred Compensation (optional)
- Paid time off: Vacation, sick leave, federal holidays

Desired knowledge, skills, and abilities: Knowledge of soil, water, forest, wildlife, and conservation methods. Knowledge of federal, state, and local rules, regulations, and best management practices as they relate to soil and water conservation. Enthusiastic with a willingness to learn. Good organizational and time management skills. Ability to read and interpret maps, charts, graphs, engineering designs, etc. and to compile data and prepare reports with accuracy. Experience with grant writing and preparing budgets. Intermediate personal computer skills: GIS, PowerPoint, Word, and Excel. Effective interpersonal skills: dependability, leadership, positive attitude, flexibility, problem solving, conflict resolution, collaboration, and team building.

Application deadline: Friday, June 28, 2024, at 3:00 pm

Jefferson County Civil Service competitive position - Equal Opportunity Employer
"Providing today, protecting tomorrow"

Residency: Candidates must be a resident of New York State and preferably a resident of Jefferson County or a contiguous County (Lewis, Oswego, or St. Lawrence) at the time of hire.

Required materials: Send a completed application, resume, contact information for three professional references, and official transcripts for any degrees listed. Include a cover letter identifying how you meet the criteria listed in the knowledge, skills, and abilities portion of this announcement.

The application for employment is available on Jefferson County's website under Human Resources, Civil Service forms.

Note: This position is considered a provisional appointment until successful ranking on the civil service exam has been completed. Since this is a civil service, competitive position, applicants must meet Jefferson County Human Resource education and experience requirements.

Finger printing may be required for this position.

Incomplete submissions will not be considered.

Submit the required materials to:

Jason Bast, Chair
Jefferson County Soil and Water Conservation District
25451 State Route 12
Watertown, NY 13601