

EDUCATION COORDINATOR/TECHNICIAN ASSISTANT

Tompkins County

Department: Tompkins County Soil and Water Conservation Dist.

Classification: Competitive

Labor Grade: 10

Approved: 0

MINIMUM QUALIFICATIONS: EITHER

1. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in agronomy, agricultural economics, natural resources conservation, environmental science or a closely related field and one year of full-time paid (or the equivalent part-time and/or volunteer) natural resources conservation experience; OR
2. Graduation from a regionally accredited or New York State registered college with an associate's degree in agronomy, agricultural economics, natural resources conservation, environmental science or a closely related field and three years of full-time paid (or the equivalent part-time and/or volunteer) natural resources conservation experience; OR
3. Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT:

The employee must possess a valid New York State Drivers License at the time of appointment and maintain such license throughout the life of employment.

The employee is required to provide their own protective wear, such as rain gear and steel-toed boots.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position requires the incumbent to have both education and outreach coordinator capabilities and some degree of the technical skills necessary to work in soil and water conservation. Approximately 50% of the time of this position involves responsibility for planning and administering a public relations program and disseminating information on events and Soil and Water Conservation District (SWCD) programs. The other 50% of time will be spent assisting the Technical Staff with assigned fieldwork duties. The incumbent has considerable contact with the public, builds good will for the District and helps gain support for services and programs. An employee in this class will work closely with the Secretary/Treasurer to assist in educational and outreach programs. The work is performed under the direct supervision of the Conservation District Manager. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Coordinates the Tompkins County Envirothon Program
- Develops outreach materials and makes presentations to encourage more schools in the County to participate;
- Develops and updates displays and information/education materials for presentations and workshops;
- Develops a public outreach program for the County's school districts to encourage soil and water conservation;
- Coordinates the SWCD role in the Tompkins County Farm/City Day;
- Publishes the quarterly SWCD Newsletter;
- Writes and disseminates news releases as they apply to the SWCD programs;
- Coordinates a *Farmer of the Year Award Program*;
- Organizes and maintains library resources and educational materials;
- Assists technical staff with survey and design of Best Management Practices;
- Assists with watershed Agricultural Environmental Management Surveys;
- Assists with identification of appropriate grant opportunities and assists in submission of applications for grants that will further the goals of the SWCD programs;
- Assists with the implementation of assigned SWCD programs such as the Tree and Shrub Seedlings Program, Pond Stocking Program and Agricultural Assessment Program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of natural resource conservation;
- Working knowledge of the principles and practices of agribusiness;
- Ability to compile data and prepare a variety of written documents;
- Good verbal and interpersonal communication skills;
- Good organization and time management skills
- Ability to operate a microcomputer and utilize various types of software including word processing, database, spreadsheet and visual presentation programs;
- Ability to change work focus readily and easily;
- Ability to convey enthusiasm to the public for District programs.