

# Natural Resource Program Specialist Tompkins County

**Department:** Tompkins County Soil and Water Conservation Dist.

**Classification:** Competitive

**Labor Grade:** 11

**Approved:** Board Action 06/2010

**Revised:** 09/15

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS: No later than the final filing date, the candidate must possess:**

- (a) Graduation from a regionally accredited or New York State registered college with a bachelor's degree in agronomy, agricultural business/economics, animal science, environmental science, natural resource conservation, agricultural engineering, civil engineering, horticulture, landscape architecture, construction technology or closely related field, **AND** one year of technical or professional experience in a farming, construction, engineering or conservation field; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in agronomy, agricultural business/economics, animal science, environmental science, natural resource conservation, agricultural engineering, civil engineering, horticulture, landscape architecture, construction technology or closely related field **AND** three years of professional or technical experience in farming, construction, engineering or conservation field; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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

## **SPECIAL REQUIREMENT**

The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

**NOTE:** The employee must provide protective wear as may be required, such as rain gear and steel-toed foot wear.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the technical planning, survey, design, and implementation of agricultural Best Management Practices through the NYS Agricultural Environmental Management (AEM) process. Other agricultural and natural resource related duties will be assigned as time permits. The work is performed under the general supervision of the Tompkins County SWCD District Manager with leeway for independent judgment. The employee may be called upon to supervise the work of contractors and interns as necessary. Moderate interpersonal skills are exercised. Internal contacts are with employees within the immediate work unit. External contacts are with professional associates and involve the administration of District programs. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Work with Tompkins County SWCD landowner cooperators to prioritize conservation practices related to farm planning, grant writing, and agricultural best management implementation.
- Administer the NYS Agricultural Environmental Management (AEM) Base Program with supervision from the District Manager;
- Cooperate with partner agencies such as the USDA Natural Resources Conservation Service, Cornell Cooperative Extension, USDA Farm Services Agency, Upper Susquehanna Coalition, FLOWPA and others to deliver programs that will benefit conservation to local landowners.
- Perform land use modeling and design utilizing software packages such as ArcGIS, Autodesk Civil 3d, etc.
- Conduct surveys utilizing laser levels, GPS units and Total Stations to provide information for planning and design of conservation BMPs
- Work with other staff (as time permits) to expand the District's tree, shrub, and fish stocking programs when necessary.
- Work with other staff (as time permits) to enhance and expand the Envirothon Program.

- Complete Soil Group Worksheets for Tompkins County residents according to NYS Ag and Markets Law (as time permits)
- Participate in the Chesapeake Bay TMDL efforts by reporting farm BMP to the Upper Susquehanna Coalition and act as USC representative for Tompkins County.
- Assist local watershed groups (as time permits) sample and monitor various lakes and streams.
- Attend local Farmland Protection Board, Farm Service Agency and other agency meetings as they relate to conservation work the District is involved with.
- Assist other District team members in survey, design and implementation of non-agriculturally related projects as time permits.
- The incumbent will perform all other related duties as assigned.

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

- Good knowledge of the principles and practices of natural resource conservation and agriculture with emphasis on soil and water conservation projects as applied to an agricultural environment
- Working knowledge of county and regional agricultural operations, cropping systems, management practices, equipment and related terminology.
- Working knowledge of environmental laws, regulations, programs, and agencies affecting agriculture.
- Ability to write successful grant proposals.
- Working knowledge of construction methods, materials, equipment, and maintenance.
- Thorough knowledge of the design of soil and water conservation projects.
- Ability to prepare contractor bid documentation and follow District procurement policies while implementing agricultural grant requirements.
- Ability to schedule and oversee the work of contractors engaged in soil and water conservation project activities
- Ability to read, analyze and interpret common scientific and related technical materials.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Able to respond to common inquiries or complaints from customers, regulatory agencies, and the business community as required.
- Good communication skills, written and oral, including speaking to the public.
- Working knowledge of computing software such as Microsoft Office Suite, ArcGIS, Autodesk Civil 3d
- Good time management skills and ability to work independently as well as a member of a team.
- Accurate and reliable
- Physical condition commensurate with demands of the position.
- Willingness to work outdoors under adverse weather conditions, especially in deep snow, ice, mud, and water.

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