EXECUTIVE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for planning, directing, administering and implementing all Soil and Water Conservation District (SWCD) programs. This position is also responsible for administering the priorities and policies determined by the SWCD Board of Directors. Supervision is exercised over this position by the SWCD Board of Directors. Wide leeway is allowed for the exercise of independent judgement in carrying out the day-to-day activities of the agency. Supervision is exercised over the work of department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Oversees and directs SWCD activities and programs; Supervises and evaluates staff and works cooperatively with the SWCD Board of Directors in the hiring and discipline of employees; Coordinates and facilitates cooperating agency support of SWCD programs and priorities; Prepares and executes an annual operating budget; Develops and implements policies and procedures; Develops and oversees earned revenue programs; Develops funding proposals including grants for SWCD programs; Develops contracts and/or Memorandums of Agreement for SWCD programs; Informs SWCD Board of Directors of new and pending legislation related to SWCD programs; Serves on local, state, regional and national committees as approved by the SWCD Board of Directors; Supervises all procurement activities; Maintains appropriate office space for SWCD and cooperating agencies; Reviews and approves vouchers for payment; Maintains employee benefit package as approved by the SWCD Board of Directors; Responsible for developing training plans for SWCD Board of Directors and employees; Ensures SWCD compliance with all state and federal laws; Assists SWCD Board of Directors in the development of new programs and policies; Attends monthly SWCD Board of Directors Meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of United States Department of Agriculture/Natural Resource Conservation Service (USDA/NRCS) and USDA/Farm Service Agency Programs, Standards and Specifications; Thorough knowledge of federal, state, and local environmental programs and laws; Thorough knowledge of agriculture in local geographic area; Good knowledge of modern supervisory and management team techniques; Good knowledge and understanding of accounting principles; Thorough knowledge of the principles of soil and water and natural resource conservation, including, but not limited to, agricultural systems and Best Management Practices to improve water quality and soil health; Good knowledge of appropriate state and federal labor laws; Ability to work with all levels of government in solving environmental problems; Ability to build and organize coalitions in support of SWCD priorities; Ability to maintain a professional and cooperative working relationship with cooperating agency leaders and staff; Ability to communicate effectively; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State college or university with a Bachelors degree in Natural Resource Conservation or Management, Environmental Science, Agricultural Science or related field and 10 years professional experience in the implementation of Soil and Water Conservation Programs or closely related field ; OR

B. Graduation from a regionally accredited or New York State college or university with an Associates degree in Natural Resource Conservation or Management, Environmental Science, Agricultural Science or related field and 12 years professional experience in the implementation of Soil and Water Conservation Programs or closely related field ; OR

C. An equivalent combination of training and experience as defined in A and B above.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted 10/29/02
Revised 12/7/17; 1/29/18
Competitive