

## **PROGRAM COORDINATOR**

**DEPARTMENT:** Tioga County Soil & Water Conservation District  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** To be determined  
**ADOPTED:** 01/15; 01/19 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for researching, planning and designing restoration projects, as well as coordinating various programs related to water quality and natural resource restoration projects within the Upper Susquehanna River Watershed region. Work is performed in accordance with applicable laws and policies at local, state, and federal levels. Depending upon the project, work may also involve tasks such as, but not limited to: site reviews, use of survey software, securing grant funds, and developing educational training materials. The incumbent will interact with federal, state and local agencies, contractors, landowners, the Upper Susquehanna Coalition (USC), and the Tioga County Soil & Water Conservation District to accomplish program objectives. Work is performed under supervision of the Watershed Administrator and /or District Manager. The incumbent provides leadership and direction to field technicians involved with specific projects. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Develops, coordinates, and secures additional funding and program resources for designated USC programs;
- Prepares and implements educational and technical training programs and initiatives designed to increase program awareness;
- Assists in implementing project plans from knowledge of environmental planning and/or state and federal environmental regulatory requirements;
- May research land sites for USC restoration projects;
- May perform physical and digital surveys on potential restoration site locations in order to assist in design and the creation of site maps;
- Performs grant program management by tracking and monitoring funds;
- Meets with property owners/contractors/USC members to review plan designs and addresses any concerns raised in the proposed location;
- Creates educational and media material to inform landowners of projects and programs and posts on USC website;
- Prepares various reports related to USC program and activities.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of principles and practices of natural resource conservation; thorough knowledge of Best Management practices for water quality, water management, and related practices; good knowledge of environmental planning and construction; good knowledge of business management; good knowledge of personnel management; working knowledge of applicable state and local regulations and programs pertaining to natural resource, and soil and water conservation; working knowledge of surveying land for the purpose of design and construction; working knowledge of geographic information systems (GIS); ability to establish and maintain cooperative relationships with local officials, property owners, contractors, and the general public; ability to read and interpret laws; ability to prepare clear and concise letters and reports; ability to effectively present program materials to groups; good public speaking ability; tact; good organizational skills; good observational skills; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in natural resource conservation, environmental science, agronomy, hydrology, forestry, natural history, ecology, or closely related field; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in natural resource conservation, environmental science, agronomy, hydrology, forestry, natural history, ecology, or closely related field **and** two (2) years of full-time experience (or its part-time equivalent) in the field of natural resource conservation or closely related field.

**SPECIAL REQUIREMENT:** Must possess an appropriate and valid NYS driver's license at the time of appointment and continuously during employment to perform essential duties occurring during the normal course of work.