



Nassau County Soil & Water Conservation District
1864 Muttontown Road, Syosset, NY 11791 T: (516) 364-5860 F: (516) 364-5861

Job Announcement

Nassau County Soil and Water Conservation District

Position Title: District Manager

Work Week: Full Time; 35 hours/week

Availability: Looking to fill immediately; Applications due April 15, 2021

Location: Nassau County Soil and Water Conservation District Offices
1864 Muttontown Road, Syosset, NY 11791

www.NassauSWCD.org

Nature of Position:

The person in this position works under the direction of the Nassau County Soil and Water Conservation District (NCSWCD) Board of Directors and will be responsible for managing all NCSWCD programs, as well as staff members (currently two full time Conservation Technicians and one part time Bookkeeper). The District Manager (DM) will coordinate all District activities with all entities involved. The DM shall be in charge of the day-to-day operations of the District. The DM will carry out policies and operate within the guidelines set forth by the Board of Directors. The DM is encouraged to make suggestions to the Board to ensure NCSWCD policy is carried out and that the wise use of our natural resources is promoted as effectively and efficiently as possible. Field work will be required. Must have own transportation and be willing to use it for work related duties. Mileage is reimbursed at the Federal Mileage Reimbursement Rate for work-related duties.

About the Nassau County Soil and Water Conservation District

The NCSWCD is a political subdivision of New York State (NYS), but under the direction of a Board of Directors that consists of appointed representatives of the three Towns in the county (North Hempstead, Hempstead, and Oyster Bay) and Nassau County as well as At-Large Directors representing stakeholder organizations. The county provides office space and a portion of NCSWCD's funding. The NYS Soil and Water Conservation Committee matches a portion of county funding. Other funds are obtained from grants and several revenue-generating programs run by NCSWCD. NCSWCD works cooperatively with, and provides advice to local governments, federal and state agencies, environmental organizations, and local landowners/residents. Projects and programs include but are not limited to: hosting NYS DEC erosion and sediment control trainings; helping organize the Long Island Regional Envirothon, assisting with implementation of green infrastructure projects; educating the public through presentations and information booths at public events; and organizing conferences and workshops, managing District funded projects.

Typical Description of Duties:

- Oversees all District programs and directs the work of District personnel (currently two full time and one part time staff) to ensure annual and long-range goals are met.
- Oversee all District staff and volunteers to ensure employee safety, state mandated training, time tracking, and work goals.
- Maintains a cooperative working relationship with all natural resource agencies (such as municipalities, nonprofit organizations) operating within Nassau County and the region.
- Identifies sources and recommends actions to the Board to secure operating funds for the District. The DM is responsible for applying for grant funding to implement best management practices and conservation/natural resource projects to help improve, protect, and conserve the soil and water, and other natural resources of Nassau County. Administers District grants, donations, and agreements.
- Works with bookkeeping staff to develop and administer District's annual budget. Sees that Treasurer is informed of monthly accounts payable, and that proper documentation is prepared in order to ensure timely and accurate payments. Assists bookkeeper in completing the Annual Report for the NYS Soil and Water Conservation Committee.
- Ensures that a public information and education program is an ongoing process. Responsible for developing newsletters, brochures, advertisements, flyers, and postings on the NCSWCD website, videos, and social media postings.
- Monitors and informs the NCSWCD's Board of Directors of state and national legislative issues that affect conservation Districts. As applicable and relevant to new legislation and public policy, make recommendations relating to County and/or Town programs

- Keeps NCSWCD Board of Directors informed of issues which the NCSWCD may have an interest in addressing. Compiles background information to facilitate the decision-making and policy setting function of the NCSWCD Board of Directors.
- Prepares and compiles materials for the monthly Board of Directors meetings, including agendas, correspondence, and other information. Participates in monthly NCSWCD board meetings.
- Develops the NCSWCD's Annual Plan of Work and Annual Report to present to the Board of Directors for approval.
- Writes and submits yearly State reporting documents, while ensuring the completion of State performance measures
- Manages and implements projects with NYS Conservation Projects Financial Assistance Program, Performance Measure Award Funding, Water Quality Improvement Program, NYS Agricultural Environmental Management Program, District funded projects, and other projects or programs assigned by the Board of Directors.
- Completes Soil Group Worksheets for Nassau County landowners applying for an agricultural exemption. Supplies soils information upon request.
- Serves on the Board of the Long Island Commission for Aquifer Protection (LICAP) and participates in the Long Island Nitrogen Action Plan (LINAP).
- Attends meetings as necessary, including such meetings as NYS and local organized District Managers meetings, Legislative Days, Water Quality Symposium trainings, Long Island Invasive Species Management Area meetings, and others, and distributes information to Board of Directors.
- Performs site visits to supply technical assistance to landowners, various local municipalities, and County Departments upon request. Issues may include soil erosion, water quality, stormwater, and pond maintenance.
- Organizes Erosion and Sediment Control training and certification programs on behalf of the NYS Department of Environmental Conservation.
- Ensures the proper maintenance and use of all District equipment and facilities.
- Creates and maintains standard operating procedures and operations manuals to ensure recurring programs and projects run efficiently
- Other duties include, but are not limited to, maintaining a District contact database, monitoring local and regional water quality and land use concerns, participation in other events as assigned.

Minimum Qualifications:

Bachelor's degree in Natural Resource Management, Environmental Sciences/Studies, Environmental Engineering, Biology, Marine Science, Ecology, or related fields is preferred. An associate degree with 5+ years of work experience in the conservation field will also meet minimum qualifications. Candidates must have knowledge of Long Island environmental issues, laws, and natural resource conservation. Certified Professional in Erosion and Soil Control (CPESC) certification desired.

Knowledge, Skills and Abilities:

Excellent oral and written communication skills, good research skills, good organizational skills, the ability to work with maps, aerial photos, computer literate with Microsoft Office programs. Ability to post on website, use of social media such as Facebook, video production, etc., highly desired. Must be comfortable with public speaking and be able to work with diverse groups of people. Must be dependable, enthusiastic, and have the ability to work independently while adhering to NCSWCD policies.

Salary and Benefits:

Starting salary: up to \$75,000 commensurate with experience. Excellent benefits, including New York State and Local Retirement System; medical benefits; vacation, sick and personal leave.

To Apply for This Position:

Please send a cover letter of interest, resume, cell phone number, and three references (MS Word or PDF format only with Subject Line reading "NCSWCD POSITION") by April 15, 2021 to:

Mr. Eric Swenson
 Nassau County Soil and Water Conservation District Board Member
EricSWCD@optonline.net

Nassau County Soil and Water Conservation District is an equal opportunity employer. Candidates will be considered without discrimination because of race, color, religion, national origin, sex, gender, political affiliation, person sponsorship, disability, age, marital status, or other non-merit factors.