

ASSISTANT TO THE EXECUTIVE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting and training the Executive Director in the overall management of the SWCD including, but not limited to, policy making and planning, management and direction of authority operations, and personnel administration and labor relations. The Executive Director exercises administrative direction over the work of an employee in this class. The SWCD Board of Directors approves policies, negotiated labor agreements and hiring/firing of key administrative superiors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Trains and assists the Executive Director with the management of SWCD activities and programs; Trains and assists with supervision and evaluation of staff, including but not limited to, the hiring and discipline of employees; Trains and assists with coordination and facilitating cooperating agency support of SWCD programs and priorities; Trains incumbent in preparation and execution of an annual operating budget; Assists in development and implementation of policies and procedures; Assists in the development and implementation of the earned revenue programs; Assists in the development of funding proposals including grants for SWCD programs; Assists in the development and implementation of contracts and/or Memorandums of Agreement for SWCD programs; Trains and Assists the Executive Director in informing the SWCD Board of Directors of new and pending legislation related to SWCD programs; Trains the Executive Director on how to serve on local, state, regional and national committees as approved by the SWCD Board of Directors; Trains and Assists with supervision of all procurement activities; Maintains appropriate office space for SWCD and cooperating agencies; Trains and assists in the review and approval of vouchers for payment; Trains and Assists in maintaining employee benefit packages as approved by the SWCD Board of Directors; Assists in the development and implementation of training plans for all SWCD employees; Trains the Executive Director to ensure SWCD compliance with all state and federal laws; Trains the Executive Director to assist the SWCD Board of Directors in the development of new programs and policies; Attends monthly SWCD Board of Directors Meetings. Operates and maintains work vehicle as assigned; Will act on behalf of the Executive Director in their absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of United States Department of Agriculture/Natural Resource Conservation Service (USDA/NRCS) and Farm Service Agency Programs (FSAP) Standards and Specifications; Thorough knowledge of agriculture in local geographic area; Thorough knowledge of modern supervisory, management and self-directed work team techniques; Thorough knowledge of principles and practices of planning, organizing, coordinating and evaluating programs, contracts and agreements; Thorough knowledge and understanding of accounting and budgeting principles; Thorough knowledge of the principles of soil, water and natural resource conservation; Thorough knowledge of agricultural systems and Best Management Practices to improve water quality and soil health; Thorough knowledge of appropriate state and federal labor laws; Ability to work directly with Executive Director and all levels of government in solving environmental problems; Ability to maintain a professional and cooperative working relationship with subordinate staff and Board of Directors; and 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 public administration preferably in Soil and Water Conservation, Environmental or closely related field ; OR
- B. Graduation from a regionally accredited or New York State college or university with a Associates degree in Natural Resource Conservation or Management, Environmental Science, Agricultural Science or related field and 12 years professional experience in public administration preferably in Soil and Water Conservation, Environmental 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.

NOTE: Incumbent must have previously served as the Executive Director of the SWCD for a minimum of two years.

Adopted 1/3/18