

STREAM PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative/technical position under the general supervision of the Delaware County Soil and Water Conservation District (SWCD) Executive Director. Primary responsibilities include, but are not limited to, management of the Delaware County SWCD Stream Corridor Management Program, the implementation and updating of watershed Stream Corridor Management Plans, public education and outreach, preparation of progress reports, and coordination and cooperation with government and other involved agencies. Supervises all Stream Program staff and assigned subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Coordinates implementation of and revisions to the Stream Management Plans; Supervises all SWCD Stream Program staff and prepares annual Employee Evaluations and Training Plans; Prepares contracts for the acquisition of consultant services as needed; Directs and monitors the work of consultants; Coordinates with involved local, regional, state, and federal agencies; Prepares and tracks all relevant permit applications and environmental reviews; Identifies project fiscal needs; Reviews and approves deliverables and invoices; Manages and monitors the Stream Program Budget. Responsible for consistent compliance with all SWCD BMP Procurement Procedures. Coordinates meetings of the Project Advisory Committee (PAC) and any subcontractors or consultants; Responsible for the distribution of minutes or summary reports to all members of the PAC for review; Coordinates public information meetings and press releases; Acquires written landowner permissions for access for field assessments and construction projects; Coordinates and submits progress reports to partnering agencies and organizations, including the members of the PAC and any other agencies providing program funds; Directs stream management plan data collection; Coordinates data analysis and the compilation of results, conclusions and recommendations; Plans for the purchase of equipment and materials; Operates and maintains work vehicle as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of geomorphic principles and practices. Thorough knowledge of applicable state, federal, and local rules, regulations, and laws pertaining to stream work. Thorough knowledge of laws, rules, and regulations governing the procurement of services, equipment, and contracting. Good knowledge of local geography and local, state, and federal governments. Good knowledge of grant application procedures and potential funding sources. Good knowledge of CAD based software (i.e., Land Development Desktop, Civil 3D) and/or other computer aided design programs. Ability to communicate effectively, both orally and in writing, including presentations to various groups. Ability to effectively supervise the work of assigned staff. Ability to read and understand complex written material. Ability to work independently, manage work load efficiently and effectively, and demonstrate accuracy, integrity, confidentiality, and good professional judgment. Ability to maintain a professional and cooperative working relationship with all agency and interagency staff.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State college or university with a Bachelors Degree in Environmental Science, Civil Engineering, or closely related field and five years experience in Stream Program Management or a closely related Management Program;

NOTE: Five years of Stream or closely related Program Management may be substituted with 10 years of Stream or closely related work experience.

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

Revised 12/22/10