

## **EXECUTIVE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Executive Director leads the interdisciplinary and multi-agency team responsible for the administration and implementation of all Soil and Water Conservation District (SWCD) programs. The Executive Director is primarily responsible for administering the priorities and policies determined by the SWCD Board of Directors.

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

Oversees and directs SWCD activities and programs; Supervises and evaluates SWCD staff, including but not limited to the hiring discipline and discharging of employees; Coordinates and facilitates cooperating agency support of SWCD programs and priorities; Prepares and executes an annual operating budget; Develops and implements SWCD policies and procedures; Develops and oversees earned revenue programs; Develops funding proposals 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; Develops a training plan for all SWCD employees; Ensures SWCD complies 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. Operates and maintains work vehicle as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of agriculture in Delaware County. Good knowledge of modern supervisory, management and self-directed work team techniques. Good knowledge and understanding of accounting principles. Good knowledge of the principles of soil and water and natural resource conservation. Good knowledge of agricultural systems and Best Management Practices to improve water quality. Working knowledge of appropriate state and federal labor laws. Working knowledge of United States Department of Agriculture/Natural Resource Conservation Service (USDA/NRCS) Standards and Specifications. Ability to work with all levels of government on a consensus basis in solving environmental problems. Ability to build 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 with local, state and federal lawmakers. Ability to organize and motivate a multi-agency interdisciplinary team. 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 related field and 10 years professional experience in public administration; OR
- B. Graduation from a regionally accredited or New York State college or university with a Bachelors degree in Public Administration or related field and 8 years of professional experience in Soil and Water Conservation or closely related work environment.
- 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.