

WATERSHED AGRICULTURAL PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The Watershed Agricultural Program Manager works as a member of an interdisciplinary and multi-agency team responsible for the administration and implementation of the Watershed Agricultural Program (WAP). The WAP Manager is primarily responsible for inter-agency compliance with the Best Management Practice (BMP) Procurement Procedure and the direct supervision of assigned Soil and Water Conservation District (SWCD) staff. Work shall include coordinating with the SWCD Executive Director, the Data and Budget Specialist, Natural Resource Conservation Service (NRCS) Engineers and cooperating agency supervisors. The Program Manager shall report directly to, and receive direction from the SWCD Executive Director. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the WAP Technicians, Civil Engineering Technicians, the Administrative Aide and the Technical Coordinator; Establishes, reviews and maintains SWCD policies and procedures; Evaluates SWCD staff and cooperating agency staff for compliance with all provisions of the BMP Procurement Procedure; Assists farmer/landowners and contractors with compliance and interpretation of the BMP Procurement Procedure; Ensures that farmer/landowner selection of contractor(s) complies with the Procurement Policy; Coordinates with the Data and Budget Specialist in maintaining an accurate and complete data base for the Watershed Agricultural Program; Prepares the monthly SWCD Implementation and Accomplishment Report for the SWCD Board and Watershed Agricultural Council; Verifies and approves invoices for BMP payment; Requests and initiates the WFP-3 checklist and partial payment vouchers when applicable; Prepares annual Employee Evaluations for assigned staff in coordination with the SWCD Executive Director; Maintains accurate and complete implementation farmer/landowner files; Reviews BMP design packages for compliance with the BMP Procurement Procedure and applicable SWCD Technical and Administrative Directives; Prepares the administrative portion, legal notices and accurate bid logs for sealed bid packages; Schedules and attends site showings and sealed bid openings in coordination with the farmer/landowner and appropriate technical design/engineering staff; Records meeting minutes for site showings and sealed bid openings; Schedules and conducts regular technical staff meetings; Assists New York State, New York City and Watershed Agricultural Council auditors as requested by the SWCD Executive Director; Coordinates Fam Information and GIS Data Requests; Serves on SWCD internal audit committee; Attends inter-agency administrative meetings; Schedules and conducts annual Contractor Meetings; Serves as an advisor to the self-directed work teams; Reviews and updates training needs and files for assigned SWCD staff; Updates and maintains BMP Procurement Procedure Manuals; Maintains current Contractor Lists and Average Cost Tables; Maintains adequate engineering office supplies and coordinates with the SWCD Office Operations Specialist in preparing purchase orders; Attends seminars and training as required. Operates and maintains work vehicles as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Delaware County agriculture. Thorough knowledge of WAP BMP Procurement Procedures. Good knowledge of supervisory and management techniques. Good knowledge of the functions of local, state and federal agencies. Working knowledge of income tax laws as they pertain to agriculture and conservation practices. Good knowledge and understanding of contracts, bidding procedures and related policies. Working knowledge of engineering techniques. Working knowledge of general accounting principles as they pertain to accounts payable, financial statements and budget control. Working knowledge of computer software sufficient to complete professional reports; knowledge must include experience with computer spreadsheets, databases and word processing software. (i.e. WordPerfect, Microsoft Word, Excel and/or Access). Working knowledge of New York State Labor Laws. Ability to maintain a professional, cooperative working relationship with all agency, inter-agency staff, farmers/landowners and contractors. Ability to work independently, manage workload efficiently, demonstrate accuracy, integrity, confidentiality and sound professional judgement.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Business Administration, Public Administration or related field and 6 years experience in administration of a public or private program involved in environmental or agricultural work or business administration including supervision of multiple staff; OR
- B. Associates Degree in Business Administration, Public Administration or closely related studies and 10 years experience in administration of a public or private program involved in environmental or agricultural work or business administration including supervision of multiple staff; OR
- C. 15 years experience in administration of a public or private program involved in environmental or agricultural work or business administration including supervision of multiple staff; OR
- D. An equivalent combination of training and experience as defined in A, B and C above.

NOTE: A valid NYS Driver's License is required at time of appointment.