



## **BUFFER STEWARD COORDINATOR**

**DEPARTMENT:** Otsego County Soil & Water Conservation District  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** 21.64-\$26.44/hour, depending on qualifications. Benefits may be provided.

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for researching, planning and coordinating various programs related to natural resource conservation and forest establishment involving tasks such as, but not limited to: developing educational training materials, interacting with various landowners, contractors, Upper Susquehanna Coalition (USC) members, and the Otsego County Soil & Water Conservation District in order to accomplish program and project goals. Work is performed under the direct supervision of the Program Coordinator. Performs related work as required. Work will be performed within the county of Otsego with the main office address being 976 Co Hwy 33, Cooperstown, NY 13326.

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

- Coordinates and implements district programs involving the organization of forest establishment information;
- Makes management decisions regarding forest establishment.
- Performs and expedites tasks associated with young forest establishment, including planning, contracting, oversight and maintenance;
- Meets with landowners and USC team members to provide assistance with established plans, procedures and goals;
- Conducts plant survival assessments;
- Coordinates educational trainings, workshops, and hosts events in order to educate USC members, partners, volunteers and landowners on young forest establishment;
- Prepares various reports related to USC programs and activities;
- Completes other duties as assigned by the Conservation District Manager and Buffer Coordinator.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of principles and practices of natural resource conservation with an emphasis in forest management and establishment; thorough knowledge of Best Management practices for water quality, water management, and related practices; good knowledge of techniques and practices of verbal and written communication and the ability to present ideas clearly and effectively, both written and orally; ability to deal effectively with the public and to represent conservation programs to interested parties; ability to compile and prepare reports; ability to create, foster and facilitate networks of partner agencies and organizations to achieve program goals; working knowledge of geographic information systems (GIS) platform, map reading and creation; working knowledge of plant identification; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in forestry, natural resource management, watershed restoration, conservation, or closely related field; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in forestry, natural resource management, watershed restoration, conservation, or closely related field **and** two (2) years of full-time experience (or its part-time equivalent) in the field of natural resource conservation or closely related field.

**SPECIAL REQUIREMENT:** Must possess an appropriate and valid NYS driver's license at the time of appointment and continuously during employment to perform essential duties occurring during the normal course of work. Position will be provisional dependent upon passing a civil service exam.

**To Apply:** Email resume and cover letter to Lydia Brinkley ([lbrinkley@u-s-c.org](mailto:lbrinkley@u-s-c.org)) and Christos Galanopoulos ([galanopoulosc@otsegoilandwater.com](mailto:galanopoulosc@otsegoilandwater.com)) by 2/28/2024.