

## CONSERVATION DISTRICT AGRICULTURAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Work in this class involves the technical planning and implementation of agricultural conservation programs, services, and best management practices to protect and enhance soil, water, and related natural resources in Cattaraugus County. Incumbents of this class perform a variety of technical duties to assist agricultural producers and landowners, groups, organizations, and units of government related to the planning and establishment of various soil and water conservation practices, primarily in the field of agriculture. An incumbent must work cooperatively with various governmental agencies such as the USDA Natural Resources Conservation Service (NRCS), NYS Department of Agriculture & Markets (NYS DAM), New York State Department of Environmental Conservation (NYSDEC), and others, in the implementation of all District Programs. Duties are performed under the general supervision of the Cattaraugus County Soil and Water Conservation District Field Manager following accepted conservation practices. Direct supervision may be exercised over work crews during the construction of projects to ensure conformance with approved design. A Conservation District Agricultural Technician does related work as required.

### TYPICAL WORK ACTIVITIES:

- Coordinate the implementation of established agricultural planning and implementation funding programs;
- Provide technical assistance to landowners and units of government including the survey, design, cost estimate, layout, and implementation and construction inspection of soil and water conservation practices.
- Assist in analyzing potential land use projects for their impact on soil, water, and agricultural resources and provide alternative or mitigating measures.
- Participate on the County Agricultural & Farmland Protection Board;
- Collect data and prepare surveys, maps, and specifications concerning potential conservation projects;
- Coordinate and implement assigned resource conservation, earned income and educational programs;
- Assist in the inventory and evaluation of natural resources and management activities, preparing natural resource conservation and development plans for public and private properties;
- Assist with established District earned income programs such as the tree and shrub sale, Ag. Value Assessment program, etc.;
- Provide assistance in the development of erosion and sediment control plans for individual land users, both public and private;
- Assist landowners with filing applications for regulatory permits for conservation practices;
- Assist District staff with annual contract programs including the Flood Control Operation & Maintenance Program and Streambank Restoration Program.
- Prepare work schedules, monthly reports, and program documentation as required;

- Assist with the District’s conservation education programs including the county Envirothon, conservation tours, county fair display, etc. as assigned by the District Manager;
- May submit news articles concerning District programs or other natural resources management issues;
- Attend monthly District Board of Directors meetings and present a report on conservation activities/work;
- May explain to the public the purposes, functions, and programs of the soil and water conservation district.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of materials and procedures used in the construction of drainage systems, ponds, forests, and other conservation projects; working knowledge of the use of engineering surveying; working knowledge of grant administration; working knowledge of soils; working knowledge of common agricultural livestock and crop production practices; working knowledge of project management through critical thinking, problem solving, and research; ability to conduct topographic surveys; ability to make engineering computations and use engineering tables; ability to interpret plans, charts, and drawings; ability to create maps, charts, and graphs using common computer mapping programs (including GIS); ability to create spreadsheet; ability to work in drafting programs; ability to understand and carry out written and oral instructions; ability to supervise the work of others; ability to work with the public in a tactful and courteous manner; ability to maintain records; mechanical aptitude; attention to detail; physical condition sufficient to perform the essential functions of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

A) Possession of a Bachelor’s Degree in Agricultural Business, Environmental Conservation, Forestry Management, Agricultural Technology, or a closely related field;

OR

B) Possession of an Associate Degree in Agricultural Business, Environmental Conservation, Forestry Management, Agricultural Technology, or a closely related field AND two (2) years of experience in agricultural business, environmental conservation, forestry management, agricultural technology, or a closely related field;

OR

C) Four (4) years of experience as described in B).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an

educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 10/05/2016

Revised: 4/15/2025