



Soil and Water Conservation District  
5 Park Lane  
Highland, New York 12528  
(845) 883-7162

**JOB VACANCY:** Stream Management Program Manager (Provisional, Full-Time, Benefited, Competitive)

**LOCATION:** Ulster County Soil and Water Conservation District

**SALARY:** \$75,000. - \$80,800. (Depending on Education and Experience)

**FILL DATE:** 10/1/2024 (Application deadline is 9/2/24)

**DISTINGUISHING FEATURES OF THE CLASS & TYPICAL WORK DUTIES:** The work involves shared responsibility for managing and directing the development and implementation of the Ashokan Watershed Stream Management Program (AWSMP) among three program partners which include the Ulster County Soil and Water Conservation District (UCSWCD), the New York City Department of Environmental Protection (DEP) and the Cornell Cooperative Extension of Ulster County (CCE-UC). As part of an agreement between the UCSWCD and the DEP, in support of the New York City Water Supply Filtration Avoidance Determination, the incumbent will oversee UCSWCD's daily activities related to stream geomorphic assessment, restoration design and implementation, riparian buffer enhancement, flood hazard mitigation and monitoring in the Ashokan Reservoir Watershed, which is part of the New York City Water Supply. The duties will include, but are not limited to:

- Developing, coordinating and overseeing the implementation of Ashokan Basin stream management plans, local flood analysis plans, annual workplans and biennial action plans.
- Coordinating and overseeing the process of identifying, selecting, surveying, designing, constructing, monitoring and reporting on water quality stream projects.
- Overseeing the implementation of the Catskill Streams Buffer Initiative (CSBI) including outreach initiatives, project selection, riparian buffer management plans, project implementation and monitoring.
- Providing the information needed to summarize New York City's Filtration Avoidance Determination (FAD) and contract deliverables progress.
- Ensuring quality control over the negotiation, preparation and work of subcontracts for consultant services related to stream work.
- Acquiring license agreements from landowners for access to properties for field assessments, construction and monitoring phases of the projects. Coordinating and tracking of all permit applications and environmental reviews ensuring compliance.
- Assisting the Design Engineer(s) with design and implementation of stream restoration and flood hazard mitigation projects; the preparation of implementation packages for bid – said work includes securing all necessary permits and access easements or license agreements; supervision of UCSWCD stream program staff, interns and volunteers;
- Oversee the review and reporting of watershed conditions and fluvial geomorphic assessments as part of developing comprehensive stream management strategies;
- Incorporate stream and ecological assessments, GIS and GPS based information, and general water quality Best Management Practices (BMP's) into overall stream management plans, as needed;
- Prioritize, oversee and assist as necessary with the collection and organization of field data and ensure it is in a usable format for archival and/or reporting purposes;
- Write and edit reports and grant proposals as needed;
- Provide technical assistance to landowners and units of local government in planning, designing and maintaining (BMP's) on private lands;
- Coordinate baseline and topographic surveys, and the collection of fluvial geomorphic stream data;

- Assist (CCE-UC) as is feasible with a public information program which includes workshops for the public and natural resource professionals, newsletter articles, press releases, and public information meetings;
- Prepare and review administrative materials including quarterly project update reports;
- Manage direct report(s) which includes annual performance evaluations, monthly Board of Director reports, stream restoration project final reports, annual reporting, and what is required by the Executive Director.
- With the Executive Director as needed, develop staffing work plans and budgets;
- Assist the Executive Director with contract management as needed.

Work is performed under the direct supervision of the Ulster County Soil and Water Conservation District Executive Director. Does related work as required.

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

Good knowledge of federal, state, and local laws, rules and requirements relating to watershed and water conservation programs; Good knowledge of fluvial geomorphic assessment, (Rosgen methods preferred) natural channel design and Best Management Practice (BMP) restoration techniques; Good knowledge of surveying, AutoCAD, HecRas, desktop publishing, and other computer software sufficient to complete complex projects and reports; Ability to foster and maintain excellent partner relations with DEP, county agencies and other local, State and federal stakeholders involved in the ongoing implementation of the SMP; Ability to supervise SMP staff in the timely completion of prioritized SMP work and reporting; Good knowledge of GIS and GPS equipment and software and field assessment techniques for collecting, analyzing and interpreting statistical data; Working knowledge of local geography and physical resources; skill in the use of a variety of hand and power tools and electronic data instruments; ability to secure the cooperation of others and to deal effectively with a wide variety of governmental agencies, municipalities or individuals; ability to prepare and present statistical and narrative reports both orally and in writing; ability to communicate effectively both orally and in writing; initiative; tact; courtesy; resourcefulness; 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 Master's Degree in Hydrology, Geology, Biology, Environmental Science, Natural Resources Management or a closely related field specifically related to watershed management or natural resource planning, and two (2) years of experience in water resource protection or watershed management, urban or regional natural water resource planning including practical field experience and program development; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Hydrology, Geology, Biology, Environmental Science, Natural Resources Management or a closely related field specifically related to watershed management or natural resource planning, and four (4) years of experience in water resource protection or watershed management, urban or regional natural water resource planning including practical field experience and program development; **OR**
- C. An equivalent combination of training and experience as designated in A and B above.

Note: At time of appointment, and throughout employment in this title, candidate must possess and maintain a valid Driver's License appropriate to the vehicles operated.

**Special Information regarding position:**

Benefits Include: NYS Retirement, NYS Deferred Compensation, Medical/Dental Coverage, Paid Vacation, Sick Leave, Holidays and Floating Holidays.

Prior Supervisory experience is preferred. Primary work location is in Shokan, New York. Must be willing to travel for meetings and training. Must be willing to work occasionally on weekends and evenings. Personal vehicle will sometimes be necessary for business use. Official mileage will be reimbursed according to the existing county government rate. Must be able to work outside on uneven terrain and in streams as needed. Must be able to work in inclement weather (rain, snow and heat) conditions, and be able to transport field equipment. Must be willing to abide by the personnel policies of the Ulster County Soil & Water Conservation District. The Ulster County Soil and Water Conservation District is an equal opportunity employer.

Please Note: This position is funded by NYC DEP through successive 5-year agreements. Funding is currently secured through March 2030.

Additional Note: This is a Civil Service position for which the initial appointment will be as a provisional (pending examination). The incumbent will be required to take and pass a Civil Service examination and to achieve a high enough exam score to be reachable for appointment from the exam eligible list.

**CONTACT:** Mail or email resume and letter of interest to: Jake Wedemeyer, Executive Director, Ulster County Soil and Water Conservation District, 5 Park Lane, Highland, NY 12528; [jake.wedemeyer@ny.nacdnet.net](mailto:jake.wedemeyer@ny.nacdnet.net)