

POSITION ANNOUNCEMENT

Post Date: 2/27/17

Conservation Aide

Temporary - 3 months

****Multiple FT and PT Positions Available****



Cortland County Soil and Water Conservation District
100 Grange Place
Cortland, New York 13045
607-756-5991

Cortland County Soil and Water Conservation District (SWCD) is seeking enthusiastic, self-motivated employees to perform a variety of duties relating to planning and administering Conservation Education programs including aquatic invasive species spread prevention education, outreach and activities. Conservation Aides may spend a significant amount of time in the field and have considerable contact with the public. Work involves the development, coordination, and facilitation of events, programs, and workshops, as well as writing and presenting informational materials to improve understanding and gain support for services and programs.

The position is under the direct supervision of the Cortland County SWCD Manager. These are temporary part-time and full-time Civil Service positions, however they provide an opportunity to learn new skills and gain experience in a professional setting with potential for advancement into a permanent position.

SPECIFIC DUTIES - Duties include, but are not limited to, the following:

:Interacting with the public; meeting and greeting customers; answering phone.

:Education and outreach programs including distributing materials, giving presentations and event coordination.

:Collecting water samples and other water monitoring data.

:Supporting the Agricultural Environmental Management Program by collecting /compiling data and maps.

:Supporting Aquatic Invasive Species Spread Prevention Program by doing surveys and inspecting boats

:Implementation of natural resources programs and tasks like hydroseeding.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a NYS equivalency diploma.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of the principles and practices of natural resource conservation; Knowledge of agricultural operations and practices; Ability to compile data and prepare written documents; Good verbal and interpersonal communication skills; Ability to get along with others; Manual dexterity; Mechanical aptitude; Accuracy; Reliability; Physical condition commensurate with the demands of the position. **Special Requirement:** Possession of a NYS Driver's License.

WAGE: \$10 – 15 per hour commensurate with experience

TO APPLY send resume and cover letter to:
(resumes accepted until positions are filled)

Call for information: 607-756-5991

Selected applicants must complete an application
and be qualified by Civil Service/Personnel office.

Amanda Barber, District Manager
Cortland County SWCD
100 Grange Place, Room 202
Cortland, NY 13045

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FAX: 607-756-0029

Cortland County Soil and Water Conservation District is an equal opportunity employer. Candidates will be considered without discrimination because of race, color, religion, national origin, sex, political affiliation, person sponsorship, disability, age, marital status, or other nonmerit factors.