

**Franklin County Soil and Water Conservation District**  
174 Finney Blvd  
Malone, NY 12953  
(518) 651-2097  
www.fcsxcd.org

## **Watershed Coordinator** **Position Description and Vacancy Announcement**

### **CWICNY Organizational Structure and Mission**

The Champlain Watershed Improvement Coalition of New York (CWICNY) is a watershed organization comprised of representatives from the five Soil and Water Conservation Districts, County Water Quality Committees, and the Lake Champlain Lake George Regional Planning Board. The group has many advisory organizations including the NYS DEC, the NYS Soil and Water Conservation Committee, the Lake Champlain Basin Program and others. CWICNY's member organizations work together to implement water quality and other conservation projects, and meets once per month as a group to discuss projects, priorities, and direction.

### **Job Description**

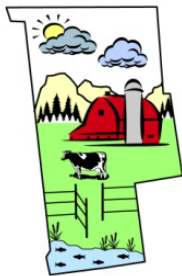
Full time Watershed Coordinator position. This is a civil serviced position for the New York portion of the Lake Champlain Watershed to provide technical and administrative support in locally led watershed planning efforts. This position includes: coordination with local water quality committees, identifying and developing proposals for potential funding sources to address non-point sources of water pollution, soliciting project support from landowners, coordinating with partner agencies and local officials, implementing watershed improvement projects, fulfilling the goals and objectives identified in Total Maximum Daily Loads (TMDLs) and watershed plan documents, providing technical assistance to local watershed committees and conservation districts, development of watershed plan documents, and water quality project monitoring activities. Works with and under the direction of the Champlain Watershed Improvement Coalition of New York President and Board of Directors.

**Residency is waived.**

### **Watershed Coordinator - General Statement of Duties**

Coordinate, develop, administer and help implement the water quality improvement and natural resources conservation programs under the direction of the CWICNY President and Board of Directors. Duties of this position include but are not limited to the following:

- Establish communication with each county SWCD, municipalities, small watershed/lake organizations, etc. Including but not limited to establishing relationships, determining priorities and identifying projects.
- Manage day to day business of CWICNY including organizing regular meetings, federal vendor registries and by-laws.
- Write grant funding proposals for water quality improvement and natural resources protection projects and programs to State, Federal, and private funding organizations to implement Best Management Practices and goals identified in TMDLs and watershed plans.
- Organize and administer all CWICNY grants and contracts, including but not limited to developing plans of work, financial administration, record matching funds from project



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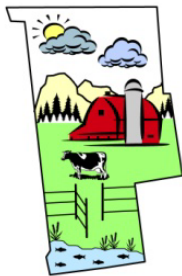
- cooperators and partner agencies, report writing, quarterly reporting, closeouts and ensure projects are meeting deadlines.
- Complete timely tracking and reporting of implementation activities to meet state and federal requirements.
  - Assist with the development and planning of numerous natural resource protection and improvement projects at any given time, including agriculture, stormwater, stream corridor, lake management, wetlands improvement, fisheries habitat, and other similar projects.
  - Organize and develop the annual North Country Stormwater Tradeshow and Conference.
  - Develop and implement CWICNY's Annual Plan of Work.
  - Assist in the coordination of CWICNY activities and projects with all involved agencies.
  - Develop and organize public outreach and educational water quality programs throughout the watershed.
  - Develop educational materials for local watershed committees, conservation districts and the public.
  - Write and develop a quarterly newsletter and annual report and send out to all parties on the mailing list.
  - Represent CWICNY at agency, organization, and municipal functions as appropriate, including oral presentations as required.
  - Other duties as assigned by the CWICNY President and Board of Directors

### **Required Knowledge, Skills and Abilities**

Thorough knowledge of the principles and practices of natural resource conservation with emphasis on water quality issues; strong writing skills including grant proposals and project reports; good knowledge of public or not-for-profit administration; ability to work well with the public and to present conservation programs to interested parties; computer skills including word processing, spreadsheets, databases, and similar programs (GIS mapping a plus); ability to work independently and in groups; dependable; enthusiastic; knowledge of Lake Champlain region a plus.

### **Qualifications**

- A) Graduation from an accredited college or university with a Master's Degree in Natural Resources Management, Agriculture, Hydrology, Environmental Science, Civil Engineering or related field, and at least two (2) years related work experience; or
- B) Graduation from an accredited college or university with a Bachelor's Degree in Natural Resources Management, Agriculture, Hydrology, Environmental Science, Civil Engineering or related fields, plus three (3) years related work experience; or
- C) Graduation from an accredited college or university with an Associate's Degree in Natural Resources Management, Agriculture, Hydrology, Environmental Science, Civil Engineering or related fields, plus five (5) years related work experience.



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### **Office Location**

The successful candidate will be employed by Franklin County Soil & Water Conservation District, Malone, NY. The position will require the employee to travel throughout the Lake Champlain Watershed to the respective counties and Soil & Water Conservation District offices on a regular basis. Office space is available at each District office for use by this position. **Residency is waived.**

**Special Requirement:** Possession of a valid New York State driver's license for the operation of District vehicle.

**WORK SCHEDULE:** 8 hours per day, 5 days per week. Generally, M-F, 8:00 am – 4:30 pm, with occasional nights, weekends, and travel.

**ANNUAL SALARY AND BENEFITS:** Salary will range from \$60,000-\$70,000/year, based on experience and/or qualifications. Benefits include a vacation policy, sick leave, paid holidays, enrollment in the NYS Retirement System, deferred compensation program, and health and dental insurance.

**TO APPLY:** Please submit a completed Franklin County Employment Application, resume, cover letter, college transcripts, copy of driver's license, and 3 references to [kballou@fcswcd.org](mailto:kballou@fcswcd.org) or send them to the following address:

Franklin County Soil and Water Conservation District  
Attn: Kristin Ballou  
174 Finney Blvd.  
Malone, NY 12953

An application is available at [www.fcswcd.org](http://www.fcswcd.org). Complete application packages are **due by May 2, 2025 at 4pm.**

Please contact Franklin County Soil and Water Conservation District for further information at 518-651-2097.

### **Special Notes:**

- Compensation package will come through the Franklin County Soil and Water Conservation District
- Education: 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 Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.