

## **NATURAL RESOURCE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position responsible for assisting the Natural Resource Specialist in the development and implementation of management practices in the Broome County Soil and Water Conservation District. The work is performed under the direct supervision of the Natural Resource Specialist. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Natural Resource Specialist with the following:

Participates in setting standards for the design and installation of management practices as part of the Agricultural Environmental Management process;  
Recommends layout and design of specific management practices on land resources in Broome County;  
Reviews programs and policies needed to reduce nutrient transport and soil erosion in relation to both surface and ground water, while contributing to water quality;  
Pursues grant funding for District program expansion and development;  
Provides technical assistance to both landowners and municipalities on natural resource issues;  
Participates in the District's tree and fish programs;  
May conduct public information and education programs pertaining to District operations including the Annual Report, newsletter and informational articles as directed by the Board.

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

Good knowledge of the principles and practices of Agricultural Resource Conservation;  
Good knowledge of factors contributing to overall water quality which includes point and non-point sources of pollution;  
Working knowledge of public and business administration with special emphasis on public relations which includes representation of the District and its programs with all units of government;  
Ability to maintain good working relationships with District personnel, government personnel and the general public;  
Ability to plan, survey, design and implement the appropriate management practices used to reduce nutrient transport, soil erosion and to enhance water quality;  
Skill relating to the interpolation of technical reports, maps, charts, graphs and aerial photography;  
Ability to compile and prepare reports using a personal computer.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in natural resources, environmental science, agriculture, geography or closely related field; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in natural resources, environmental science, agriculture or closely related field and two years of experience in soil and water conservation, forestry, agronomy or related field; OR
- C) An equivalent combination of training and experience as indicated between the limits of A) and B).