



RENSSELAER COUNTY
CIVIL SERVICE COMMISSION
Opportunities in the Public Service
OPEN COMPETITIVE EXAMINATION

ACCEPTING ONLINE APPLICATIONS ONLY

Click [here](#) or visit <https://rensco-portal.mycivilservice.com> to apply online.

EXAM NUMBER: 69515010

EXAM TITLE: CONSERVATION DISTRICT MANAGER

EXAM DATE: DECEMBER 7, 2024

LAST FILING DATE: NOVEMBER 1, 2024

NON-REFUNDABLE \$20.00 APPLICATION FILING FEE MUST ACCOMPANY EACH APPLICATION. APPLICATIONS SUBMITTED ONLINE MUST BE PAID BY CREDIT CARD AT TIME OF FILING.

CONSERVATION DISTRICT MANAGER, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

SALARY RANGE: \$79,000 - \$84,000

RESIDENCY REQUIREMENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

TYPICAL WORK ACTIVITIES:

- Coordinates all Soil and Water Conservation District activities with agencies assisting the Soil and Water Conservation District;
- Supervises all conservation district personnel;
- Provides technical assistance to landowners and local units of government, including the survey, design, cost estimating, contract preparation, construction inspection and supervision of environmental conservation practices and projects;
- Conducts site reviews to collect data and prepares maps and specifications concerning potential conservation projects;
- Develops in conjunction with the Board of Directors annual and long range plans based on natural resource conservation needs and priorities;
- Writes grant proposals for special programs to address natural resource conservation needs;
- Prepares Soil and Water Conservation District annual budget and presents the budget to the District Board for approval;
- Conducts public information programs which explain the purpose, functions and programs of the Soil and Water Conservation District, including an annual report, informational articles, brochures, tours and power point presentations;
- Compiles statistical data and prepares cost estimates of conservation projects;
- Negotiates and implements contracts and develops final reports on grant funding;
- Represents the Soil and Water Conservation District at informational meetings with cooperating agencies, organizations and municipalities;
- Calculates and recommends schedules of fees and/or margins of cost that the Soil and Water;
- Conservation District may assess landowners for services;
- Prepares reports for the Board of Directors;
- Responsible for employee yearly performance appraisals and review with Board of Directors;
- Reviews and certifies employee records, such as time cards, leave accruals, pay check preparation and other personnel matters and issues;
- Does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degree's, with a Bachelor's Degree in Public or Business Administration, Natural Resources, Physical Science, Civil Engineering, Agricultural Business, Forestry, Environmental Science or related field and three (3) years of experience in soil and water conservation work, forestry or engineering; **or**
- (b) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree in Public or Business Administration, Natural Resources, Physical Science, Civil Engineering Technology, Construction Technology, Agricultural Business, Forestry, Environmental Science or related field and four (4) years of experience in soil and water conservation work, forestry or engineering.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's license (or a license valid in another state with the expectation of acquiring a New York license within 2 months of accepting the position) and must maintain the license throughout the term of employment.

Special Consideration will be given to applicants who have their CCA or are currently a certified planner from NRCS or preferably be a Certified AEM Planner (or substantially in process with the goal to be certified within 2 years of appointment).

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

Preparing written material- These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Construction and maintenance of soil and water conservation projects- These questions test for knowledge of the methods, procedures and equipment used for building and maintaining conservation projects and may include such areas as: runoff diversions; farm ponds; stream protection; and drainage and erosion control.

Basic surveying, including computations- Use generic SURVEYING - BASIC. Suggest "4S" for code to link it with the archive records.

Resource conservation planning and management- These questions test for knowledge of planning principles and practices in the soil and water conservation field and may include such areas as: interpreting topographic maps; erosion and sediment control; and proper conservation tillage and land, project, and construction management techniques.

Principles and practices of agricultural engineering- These questions test for knowledge of the engineering concepts involved and their practical application to the design and construction of conservation and agricultural projects including such areas as: land grading and drainage; soil characteristics; water runoff; and hydraulic principles.

THE USE OF CALCULATORS IS RECOMMENDED.

Test guide: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

GENERAL INFORMATION

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 99 Troy Road, East Greenbush, New York 12061. Applications should be filed as soon as possible after the announcement of the examination. Applications must be submitted online using the Civil Service Portal located on the Rensselaer County website at www.rensco.com. **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.** Please contact out office if you are unable to complete the online application process.
2. Accepted candidates will be notified by email when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Email the Civil Service Office if you have not received your notice three (3) days prior to the date of examination. Send emails to: civilservice@rensco.com.**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. **SENIORITY CREDITS-(PROMOTIONAL EXAMS ONLY)** will be added to an eligible score as follows: Using as a basis six (6) months of continuous permanent or contingent permanent service in the jurisdiction for which the eligible list is being established as an equivalent to 0.1. No seniority credit will be allowed for service in excess of twenty (20) years.
5. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946
June 27, 1950 to January 31, 1955

June 1, 1983 to December 1, 1987*
October 23, 1983 to November 21, 1983

*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal. Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.

Effective January 1, 1998, the State constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to prove appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

6. In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
7. This written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State civil Service Rules and Regulations dealing with the rating and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
8. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
9. **NOTICE TO CANDIDATES**: Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
10. **APPLICATION FEE**: A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 of this announcement must be paid online at time of filing each application.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.
11. **APPLICATION FEE WAIVER**: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training partnership Act/Workforce Investment Act eligible through a State or local social service agency. **ALL CLAIMS FOR APPLICATION FEE WAIVER ARE SUBJECT TO VERIFICATION.** If you can verify eligibility for application fee waiver, you must complete a "Request for Application Fee Waiver and Certification" form **and provide the required documents with your application** by the application deadline as listed on the Examination announcement. The Examination Fee Waiver Request and Certification Form is available at time of submitting your online application. Application Fee Waiver and Certification Forms **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
12. **Religious Accommodations**: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.

RENSSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.