



# POSITION ANNOUNCEMENT

Post Date: 10/12/2023

**Conservation Aide**

**Temporary-Full Time**

*Candidate will fulfill term through December 31, 2023  
with possible extension*

*Position located in Cortland, NY*

Cortland County Soil and Water Conservation District is seeking enthusiastic, self-motivated employees to perform a variety of duties relating to conservation programs including aquatic invasive species spread prevention outreach, riparian forest buffer planting and maintenance, conservation practice planning and inspection, and conservation education and outreach.

This is a temporary full-time Civil Service position\* providing opportunities to learn new skills and gain experience in field and office settings. A Conservation Aide serves under the direct supervision of the SWCD Manager and helps implement the diverse conservation programs offered by the SWCD.

**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.
- :Assuring establishment of conservation practices by trimming, replanting, and replacing tree tubes at buffer sites.
- :Implementing natural resources programs through tasks like coordinating the Spring Planting Program.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a NYS equivalency diploma. College coursework preferred.

**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:** \$15.00 - \$20.00 per hour commensurate with education and experience

**TO APPLY send resume and cover letter to:**

Amanda Barber, District Manager  
Cortland County SWCD  
100 Grange Place, Room 202  
Cortland, NY 13045  
[amanda.barber@cortlandswcd.org](mailto:amanda.barber@cortlandswcd.org)  
FAX: 607-756-0029

Call for more information: 607-756-5991

**\*Applicants will need to complete a Civil Service application form. Resumes will be accepted until position is filled.**

*Cortland County Soil and Water Conservation District is an equal opportunity employer. Candidates will be considered without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.*