

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**County Office Building - 175 Arsenal Street**  
**Watertown, NY 13601**  
**www.jeffersoncountyny.gov**

Valerie M. Nugent  
Director of Human Resources

**\*A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**  
**PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

**OPEN COMPETITIVE EXAMINATION**  
**FOR**  
**NO. 60009-480 CONSERVATION DISTRICT EXECUTIVE DIRECTOR**

**VACANCIES:** At present, one vacancy exists with the Jefferson County Soil and Water Conservation District

**SALARY:** \$77,250 - \$104,550/yr.

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

**LAST FILING DATE: October 18, 2024**

**EXAMINATION DATE: December 7, 2024**

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

**NOTE: CANDIDATES WHO WILL OBTAIN THE MINIMUM EDUCATION REQUIREMENTS WITHIN 12 MONTHS OF THE DATE OF THE WRITTEN EXAMINATION SHALL BE PERMITTED TO SIT FOR THE EXAMINATION.**

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree in physical sciences, business administration, marketing, industrial management, environmental health, civil or mechanical engineering, or closely-related field and two (2) years' supervisory experience in soil and water conservation work or related field; or
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in mechanical, civil, construction, or environmental health technology or related field and four (4) years' experience in soil and water conservation work or related field, at least two (2) years of which must have been in a supervisory capacity; or
- C. An equivalent combination of training and experience as defined by the limits of A) and B) above.

**NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.**

## EXAMPLES OF WORK: (illustrative only)

Supervises all staff activities including field work;  
Coordinates all district activities, projects, and services with agencies assisting the district;  
Provides the governing body with reports and information necessary for decision-making;  
Collects data and prepares surveys, maps, and specifications concerning potential conservation projects;  
Responsible for purchases and distribution of district supplies and materials;  
Evaluates impact to agriculture and natural resources of construction sites and projects;  
Acts as district representative meeting with outside agencies, corporations, and organizations to provide information on district programs;  
Writes grant proposals for special programs;  
May provide technical assistance including the design, cost estimating, contract preparation, and supervision of environmental conservation projects;  
Trains district technicians;  
Prepares a variety of records and reports.

## SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

### 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.

### Collection, analysis, and presentation of data

These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and utilize various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis.

### 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.

### 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.

### Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

### **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>.

This examination is being 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 of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

\*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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