

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



WAC Easement Program Stewardship Specialist Professional/Learned Exempt Employee

Working under the direction of the Easement Program Stewardship Coordinator, the Stewardship Specialist stewards assigned conservation easement properties and projects and ensures that landowners are following the terms and conditions of their conservation easements. This position works under the direct supervision of the Easement Program Stewardship Coordinator.

Education and Experience Requirements:

- Bachelor's degree in Natural Resource Management, Environmental Studies or related field.
- Knowledge of the legal and technical aspects of conservation easements.
- 3 years related experience in land conservation or natural resource management.
- Knowledge of regional agriculture and forestry.
- Strong written/verbal communication skills.
- High degree of computer literacy.
- End User experience with GIS.
- Interpersonal skills and experience working with diverse demographics.
- Must have a valid NYS driver's license
- Must be able to lift a minimum of 40 pounds.

Duties and Responsibilities:

- Develop and maintain excellent working relationships with landowners.
- Work with the Stewardship Coordinator and the Program Director to develop and implement conservation easement stewardship program initiatives.
- Work closely with landowners to steward their conservation easements and aid in the development and implementation of stewardship activities on their conservation easement encumbered properties.
- Effectively communicate any potential conservation easement issue to the Stewardship Coordinator.
- Assist in the development of the annual monitoring calendar with the Stewardship Coordinator.
- Maintain or develop, when applicable, Baseline Documentation Reports (BDR), property binders, stewardship files, and stewardship records database for all assigned properties, including mapping.
- Conduct annual monitoring of 40% of the easement portfolio as assigned.
- Process and implement reserved right requests from assigned properties, including the development and implementation of stewardship plans.
- Process and manage violations and notifications from assigned properties.
- Coordinate with DEP, DEC, Agriculture and Forestry Programs and other agencies, as necessary.
- Assist in the development of stewardship policies, guidelines and SOP's with the Program Director and Stewardship Coordinator.
- Provide input to Acquisition staff regarding development of land plan maps and easements.
- Coordinate with Executive Assistant to ensure proper administration, documentation and filing of all stewardship activities.
- Complete and record all necessary stewardship program reports.
- Other related duties or projects as assigned by the Stewardship Coordinator.