

# Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



## **WAC Easement Program Stewardship Specialist Professional/Learned Exempt Employee**

### **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 Manager 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 reserved right requests from assigned properties.
- 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 Manager 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.
- This position works under the direct supervision of the Easement Program Stewardship Coordinator.