

Classification Title: Watershed Manager

FLSA Status: Exempt

BRIEF DESCRIPTION: Develops and administers programs in Soil and Water Conservation, Stormwater and Sediment and Erosion Control. Manages staff and budget for Surface Water Protection, Watershed Management Plan and Sediment Control/Management, and Soil and Water Conservation as authorized, and enforces applicable laws, rules, and regulations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Administers programs in the enforcement of laws, rules and regulations pertaining to surface water, and watershed protection and cooperatively with landowners and citizens. Develops business and County budget needs and approves funds usage. Implements short and long range plans and updates as necessary. Coordinates local programs and watershed activities. Secures local, state and federal support. Analyzes program goals and objectives and produces regular reports.
2	S	Administers and enforces FEMA and local floodplain management programs.
3	S	Manages sediment and erosion control programs. Approves or denies commercial, subdivision and/or private road construction and authorizes permits.
4	S	Administers programs to conserve natural resources, stream and wetland restoration, soil, air, plant and wildlife on private and public land. Provides services to rural and urban residents to conserve natural resources Administers the Soil and Water Conservation Board activities including planning and conducting Board meetings and other Board member activities, coordination of local District programs with area, state, and national Conservation District programs, coordination of District activities with Wake County government and local municipalities, and state and federal agencies.
5	S	Directs the dissemination of educational and information services related to administered programs.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree or equivalent in Conservation, Business Administration, Engineering, Environmental Health or Public Administration
Experience	Seven years experience in conservation.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.