

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SARATOGA COUNTY  
STAFF POSITION DESCRIPTION**

**Current Incumbent, if any:**

**Date Written/Revised:** 07/24/2017

**CCE Classification Job Title:** Association Temp Program

**Position #:** TBD

**Working Title (if different):** Terrestrial Invasive Species Coordinator

**FTE:** 1.0

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Laurel Gailor, Association Team Leader

**Position(s) Supervised / Direct Reports** (*The following positions report directly to this incumbent. Please use classification titles.*) Under the guidance of the Association Team Leader, this position provides training, coordination and daily supervision of the 3-5 program interns.

**Volunteer Oversight:**  No  Yes (*If the answer is Yes, please indicate number of volunteers supervised.*)

**POSITION SUMMARY:**

*Explain the purpose for the position and summarize the responsibilities.*

This position is a temporary, full-time position with Cornell Cooperative Extension of Saratoga County. Working under the supervision of the Association Team Leader (Capital/Mohawk PRISM Coordinator), the Terrestrial Invasive Species Coordinator will be responsible for developing, managing and coordination of terrestrial invasive species prevention and management programs. Additionally, individual provides technical leadership and support to partner organizations; collects, and summarizes field data into reports, and maintains the organizations tools and equipment. The coordinator will be responsible for public education and outreach regarding slowing the spread and prevention of terrestrial invasive species throughout the Capital/Mohawk Region.

**REQUIRED QUALIFICATIONS:**

*Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.*

- BA/BS/AS/Technical or vocational degree in science-related field and 1 year related experience in custodial and ecological land management or equivalent combination of education and experience.
- Experience in ecological land management principles.
- Experience operating and or repairing various types of equipment.
- Ability to deliver, coordinate and supervise informal educational programs.
- Capable of working and performing duties independently and proactively.
- Ability to meet frequent travel requirements associated with this position. A valid NYS driver's license with the ability to drive and driving record acceptable for agency insurance coverage are required. Frequent use of personal vehicle for driving between work sites is required. Ability to meet acceptable background check requirements.
- Ability to work flexible hours which frequently includes evenings, weekends and holidays, as appropriate.
- Computer Skills: Experienced with or ability to learn Microsoft Office suite, especially Word, Excel, Power Point, and Outlook. Prior experience using a tablet or the ability to learn how to use a tablet for data entry purposes, and to use this data to create a year-end report.
- Communication Skills: Strong verbal communication, writing and environmental interpretation skills. Ability to communicate effectively through oral, written, graphical, and visual channels and educational tools.
- Ability to effectively participate in professional team efforts.

- Ability to utilize program resources within the community.
- Ability to read English and interpret documents such instructions, safety and procedure manuals.  
Ability to write routine reports and correspondence.
- Ability to plan and organize personal work responsibilities according to priorities developed with team members and immediate supervisor.
- Ability to perform the following functions with or without reasonable accommodation: frequently work in outdoor weather conditions including extreme heat, precipitation and cold; frequently lift, move or transport program materials.
- Strong attention to detail and time management skills.

**PREFERRED QUALIFICATIONS:**

*Specify preferred specialized education, field and/or certifications.*

- Experience in terrestrial invasive species identification and management, project coordination, supervising staff, data collection, processing and analysis, geographic information systems, global positioning systems, and public speaking would be advantageous.
- Writing, desktop publishing, public speaking/education proficiency.
- Licensing and/or experience as a pesticide applicator would be valuable.
- Knowledge of current trends and practices in conservation, land management and natural resource conservation measures.
- Supervisory experience preferred.

**SUBJECT MATTER/BACKGROUND:**

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|--|---|---|
| <input type="checkbox"/> Agriculture and Food Systems  | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm           |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention                            | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input checked="" type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance                | <input type="checkbox"/> Communication  |
| <input type="checkbox"/> Community and Economic Vitality   | <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Other          |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families                              | <input type="checkbox"/> Facility               |   |

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position, which can be performed with or without reasonable accommodations. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

⊕ Please refer to the [Program](#) and [Administrative](#) job category profiles.

**Program Responsibilities:**

<b>Program Assessment</b>	<b>0%</b>
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- N/A

<b>Program Development</b>	<b>0%</b>
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- N/A

<b>Program Delivery</b>	<b>15%</b>
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- Teach existing educational program as defined. Conduct public education and outreach programs regarding the significance NY's terrestrial ecosystems and the impact of the spread of terrestrial invasive species in these ecosystems throughout the Capital/Mohawk PRISM region via community events, presentations, outreach material.
- As part of program delivery, disseminate educational information, press releases, and website updates as requested.
- Foster acceptance of terrestrial invasive species control methods and policies to address community and individual needs and consider diverse audiences, including by participating in events throughout the Capital/Mohawk region.
- Utilizing established materials, serve as subject matter resource in discipline; provide standard responses.
- Interact with program participants, and partnering organizations as part of the program delivery process.
- Represent CCE before the public, community leaders, government officials, Cornell or other land grant universities as part of program delivery.
- Utilize a variety of proven educational methodologies.
- Assist partners in developing various opportunities for encouraging volunteer participation with projects.
- Assist in providing educational program efforts via mass media. May assist in multidisciplinary team efforts to deliver program.

<b>Program Evaluation</b>	<b>10%</b>
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- Implement program evaluation as designed. Use a tablet device for program evaluation collection data entry purposes.

<b>Applied Research</b>	<b>0%</b>
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- N/A

**Administrative Responsibilities:**

<b>Direction</b>	<b>0%</b>
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- N/A

<b>Management</b>	<b>35%</b>
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- Assist in solving problems and resolving conflicts that arise in the operation of terrestrial invasive species program, utilizing appropriate policies and procedures.

- Under the guidance of the Association Team Leader, provide supervision to seasonal terrestrial stewards. Addresses adherence to terrestrial invasive species program delivery standards, attendance, personal appearance, etc. Relate issues as needed to the Association Team Leader.
- Ensure the seasonal terrestrial stewards enter their field data correctly and in a timely manner.
- Under the guidance of the Association Team Leader and in collaboration with the CapMo PRISM conservation committee, assist in developing a Terrestrial Invasive Species Management Plan for the Capital/Mohawk Region.
- Presents as a positive role model for the organization and any seasonal employees, following Association policy and procedures, wearing proper attire as outlined in the “Personal Appearance” policy, etc.

<b>Coordination/Operation</b>	<b>35%</b>
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- Implement and coordinate the seasonal terrestrial invasive species steward program schedule. Schedule terrestrial invasive species events, meetings and trainings to foster contact and relationship building with constituent audiences.
- Schedule, ensuring coverage at all program locations as needed.
- Maintain teaching materials and program supplies necessary for terrestrial invasive species program applying existing subject matter knowledge. Coordinate, compile and organize existing program resources and program materials.
- Assist in recruiting terrestrial invasive species stewards.
- Coordinate and assist in orientation and training terrestrial invasive species stewards on program delivery and the data collection methods via tablets.
- Assist with coordination of marketing and promotion of the terrestrial invasive species programming through public relation initiatives and networking/collaborating with government, economic, educational and other organizations.
- Maintain records and complete required reporting.
- Provide information as requested to assist with preparation of reports, impact statements, and success stories on program progress and accomplishments for funders, advisory committees, Board and others as necessary.
- Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- On a frequent basis transports self, also frequently lifting, moving and/or transporting program materials and resources to watercraft launch and other community-based settings.

<b>Professional Improvement</b>	<b>5%</b>
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- In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.

<b>Health and Safety</b>	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

<b>EEO/EPO and Policy</b>	Applied to all duties and functions.
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- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Saratoga County policies, procedures and Cornell Cooperative Extension Skills for Success.

- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

**Equal Opportunity Employment**

*Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.*

**For each factor below, choose the phrase that best fits the characteristics of this position:**

**SCOPE OF IMPACT OF THE POSITION:**

Low - within program

**INTERACTION WITHIN ASSOCIATION:**

Provide guidance/coordinate activities/contribute to work groups

**INTERACTION WITH VOLUNTEERS:**

None to limited

**INTERACTION OUTSIDE ASSOCIATION:**

Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

Moderate - Supervises, assigns and reviews work of others

**COMPLEXITY OF WORK:**

Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

**LEVEL OF DECISION-MAKING ACTIVITY:**

Low - Within program/functional area

**SUPERVISION RECEIVED:**

High - General supervision

**SUPPORT SKILLS-WRITING**

Low - Usually issues standard responses

**SUPPORT SKILLS-COMPUTER**

Moderate - Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis

**WORKING CONDITIONS:**

**ESSENTIAL PHYSICAL REQUIREMENTS\*:**

Typically lifts 20 to 50 lbs

**VISUAL:**

Normal concentration

**HAZARDS:**

Limited exposure

\* Check applicable level after considering reasonable accommodations

**OPTIONAL:**

**SIGNATURES**

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE



## Skills for Success

(The following skills are essential for individual and organizational success.)

Skills	Examples of Demonstrated Behavior
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>Support the association to maintain a safe working environment.</li><li>Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards.</li><li>Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</li></ul>
<b>Job Skills</b>	<ul style="list-style-type: none"><li>Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.</li><li>Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.</li><li>Understands, interprets and applies regulations, policies and contracts to deliver effective results.</li><li>Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.</li></ul>
<b>Inclusiveness</b>	<ul style="list-style-type: none"><li>Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community.</li><li>Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately.</li><li>Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement.</li><li>Actively supports work/life integration in the workplace.</li><li>Recruits, hires and engages high performing diverse employees.</li></ul>
<b>Adaptability</b>	<ul style="list-style-type: none"><li>Anticipates and adapts to changing priorities and additional demands.</li><li>Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell's capacity to thrive in the future.</li><li>Embraces, promotes and implements change.</li><li>Modifies one's preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains.</li></ul>
<b>Self-Development</b>	<ul style="list-style-type: none"><li>Is self-aware; seeks and acts upon performance feedback.</li><li>Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance.</li><li>Works to continuously learn and improve.</li><li>Applies learning to evolving assignments.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>Expresses thoughts clearly, both orally and in writing.</li><li>Demonstrates effective listening skills; seeks to understand and be understood.</li><li>Asks questions and shares knowledge and information to help others clearly understand processes and desired results.</li><li>Gives, receives and acts upon helpful and timely feedback.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust.</li><li>Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies.</li><li>Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work.</li><li>Has a positive attitude and understands how behaviors impact others.</li></ul>
<b>Service-Minded</b>	<ul style="list-style-type: none"><li>Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers.</li><li>Supports ideas, solutions and changes to processes to ensure high quality outcomes.</li><li>Reaches out in a timely and responsive manner to resolve problems and conflicts.</li><li>Negotiates well, finding and orchestrating win-win solutions.</li></ul>
<b>Stewardship</b>	<ul style="list-style-type: none"><li>Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency.</li><li>Demonstrates high standards of personal conduct and owns the consequences of one's own actions.</li><li>Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making.</li><li>Shows commitment to unit and Association goals and delivers results.</li></ul>
<b>Innovation</b>	<ul style="list-style-type: none"><li>Looks for advancements in products, processes, services, technologies or ideas.</li><li>Identifies opportunities in challenges and shows initiative to make changes.</li><li>Demonstrates innovative, creative and informed risk taking.</li><li>Shows foresight and imagination to see possibilities, opportunities and trends.</li></ul>