



DUTCHESS COUNTY
CLASS SPECIFICATION

ENVIRONMENTAL/
SUSTAINABILITY SPECIALIST

DATE ADOPTED: 12/16/2016

LAST REVISION: 10/23/2025

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DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for supporting implementation of the County's Climate Action Plan and Local Solid Waste Management Plan. The incumbent will develop, maintain, implement and educate the public and private entities on environmental and sustainability programs including topics related to material management and recycling. This role requires creative communication and outreach with local municipal governments, schools, community organizations, and non-profit entities to promote climate action and energy efficiency, establish waste reduction programs, and raise environmental awareness. Work is usually performed under general supervision of a higher-level employee. This position does not supervise other employees but may direct lower-level planning personnel who assist in preparing specific reports.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Serves as a resource and technical advisor to municipalities and residents on sustainability efforts, funding opportunities and regulatory requirements;
2. Provides support to Climate Smart Community Task Forces in local municipalities as needed on a county wide basis;
3. Develops and maintains outreach, environmental awareness events, educational programs and workshops for residents, community groups, municipal officials, schools and businesses;
4. Assists in the County's comprehensive recycling, source separation and sustainability programs;
5. Assists with coordinating Household Hazardous Waste and Electronics Recycling events, Clean Energy Community activities, recycling and source separation programs;
6. Provides direction to consultants employed by Dutchess County concerning sustainability program goals;
7. Develops and maintains files on climate planning activities and source separation programs and techniques, making information available to interested groups and municipal officials;
8. Collaborates with the Dutchess County Resource Recovery Agency, the Hudson Valley Regional Council, Cornell Cooperative Extension Dutchess County, and the Dutchess County Environmental Management Council;
9. Implements, monitors and evaluates projects related to recycling, composting, energy efficiency and waste diversion strategies;
10. Assists with tracking and monitoring compliance with County regulations on sustainability, materials recovery, and waste reduction including updating the County Climate Action Plan as needed;
11. Researches and prepares grant proposals and funding applications for assistance related to sustainability and recycling initiatives;
12. Attends and participates in conferences on topics including environmental best practices and sustainable waste management;
13. Assists in intern programs concerning environmental initiatives, recycling, and materials management;



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of environmental sustainability and natural resources as applied to materials recovery and recycling programs; thorough knowledge of the principles and practices of climate action planning, solid waste management, and energy efficiency and how these practices relate to the protection of the environment; ability to work effectively with advisory groups, government officials, the public, and private business; ability to communicate effectively as a public educator; ability to prepare and present complex reports effectively; ability to manage and interpret data to evaluate program effectiveness and report outcomes; ability to organize and implement a project from concept to completion; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master’s degree in environmental science, sustainability, natural resources, environmental engineering, planning, or a closely related field and one (1) year of full-time paid work experience in any of the following: natural resources management; sustainability; municipal, community, or regional planning with emphasis in solid waste management or the environment;
- OR: (B) Bachelor’s degree in environmental science, sustainability, natural resources, environmental engineering, planning, or a closely related field and two (2) years of work experience as described above;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 14	FLSA Code: OT Eligible
REVISION HISTORY: 1/13/2017; 5/12/2022; 12/8/2023; 10/23/2025 (FKA Recycling Educator)	