

## **ENVIRONMENTAL PROGRAM COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a management and technical position which will be responsible for the development, coordination and implementation of environmental and water resource management plans, protection strategies and programs with County and local entities. This position is responsible for coordinating water resource plans with federal, regional, state and local government municipal agencies. In addition, this position will provide direct administrative and technical support on a wide range of environmental issues including water, SEQRA, energy and natural resource management. General direction is received from the Commissioner of Planning and Development, and considerable leeway is given for the exercise of independent judgment.

The position reports to the Commissioner of Planning and Development. This position may supervise the work of technical and support staff.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are 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. Conducts or supervises studies and analysis to develop short and long term water and other natural resource related recommendations, reports and programs;
2. Coordinates the development and maintenance of inventories and maps of water resource related information with County agencies including but not limited to: aquifers, water systems, sewer systems, wells, points/areas of contamination and wetlands;
3. Reviews local zoning and development actions in accord with SEQRA, General Municipal Law Section 239 and Greenway principles and advises County on SEQRA compliance;
4. Develops recommendations and strategies relating to protection of water resources and minimizing/mitigating effects on water and natural resources;
5. Researches the availability of grants and prepares grant applications in the areas of water and environmental resource;
6. Assists and provides direction to local municipalities in analyzing and resolving water resources management concerns and coordinating development and implementation of local programs to protect water and natural resources;
7. Acts as County liaison with Federal, State and local agencies/committees for water and natural resource matters;
8. Recommends water resource sustainability strategies and other environmental initiatives to the Commissioner of Planning and the County Executive.

## **ENVIRONMENTAL PROGRAM COORDINATOR (Cont'd)**

### **FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:**

Thorough knowledge of the principles, practices and techniques of water resources planning and management;  
Thorough knowledge of federal, state and regional legislation, programs and projects related to water resources planning and management;  
Good knowledge of municipal and private water distribution systems, sewage collection and treatment systems, hydrology, geology and natural resources;  
Good knowledge of the purposes, principles and terminology employed in municipal, regional and community planning;  
Good knowledge of research, data collection and statistical analysis methods and techniques;  
Ability to utilize a variety of software packages;  
Ability to supervise the work of others;  
Ability to establish and maintain effective working relationships with a wide variety of people, including federal, state and local officials, private organizations, consultants and the public;  
Ability to communicate effectively, both orally and in writing;  
Ability to understand complex oral and written directions;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- EITHER:     (A)     Graduation from a regionally accredited or New York State registered college or university with a Master's degree in environmental science, planning or a related field PLUS four years of technical work experience in natural resources management which involved responsibility for policy making and project review;
- OR:           (B)     Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in environmental science, planning or a related field PLUS five years of technical work experience in natural resources management which involved responsibility for policy making and project review;
- OR:           (C)     An equivalent combination of education, training and experience between the limits of (A) and (B) above.

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ADOPTED: 01/01/07

