

ENVIRONMENTAL OUTREACH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position in the Ulster County Department of the Environment. An incumbent in this position provides professional support to the Director and Deputy Director of the Environment in counseling local businesses, companies and agencies on ways to improve their energy efficiency and/or the sustainability of their operations. This is accomplished by assisting in establishing working relationships with agencies and businesses, developing outreach and public relations material, and through personal visits to local businesses and agencies. Work involves responsibility in the administration and coordination of projects as directed which may include engaging county resources, participating in specific programs and project development efforts, and implementing, monitoring and evaluating projects, programs and activities to ensure expected outcomes. The work is carried out in accordance with accepted professional practices and within the operational guidelines of the Ulster County Department of the Environment. Work is performed under the general supervision of the Director and Deputy Director of the Environment. Supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists and participates in planning, directing, and coordinating the administrative aspects of projects involving environmental outreach to businesses, ensuring that department resources are fully and appropriately utilized, and that all legislative and policy responsibilities are fulfilled;

Assists in applying for and managing federal and state funding to meet program objectives;

Informs businesses of available federal, state and utility incentive/rebate programs which may be utilized to meet environmental objectives;

Maintains business and agency contact databases related to these programs;

Assists in the establishment of working relationships with other agencies, funding sources, outside contractors, regulatory authorities and interested parties to meet environmental and business goals to the maximum extent possible;

Actively engages businesses, not-for-profits, and communities to provide professional support in specific environmental program and environmental project development efforts;

Implements, monitors and evaluates projects, programs and activities as directed, to ensure expected outcomes;

Develops outreach and public relations materials to be used to support Ulster County businesses and not-for-profits in environmental project development and arranges for distribution of such materials;

Meets with business and not-for-profits regarding environmental projects and programs;

May supervise professional and clerical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the fundamentals of environmental programs within New York State; good knowledge of State and Federal grants, financing and programs related to sustainability and energy efficiency; good knowledge of environmental planning, building science, energy efficiency and/or sustainability; working knowledge of grant writing and research; ability to establish and maintain effective working relationships with local businesses and agencies; ability to accurately record and report work efforts and results; ability to plan and coordinate the technical work of others; ability to elicit staff cooperation and support of others; initiative and resourcefulness; good powers of observation, perception and analysis; tact, courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree in Environmental Science, Business, Public Administration, Education, Planning or closely related field; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree in Environmental Science, Business, Public Administration, Education, Planning or closely related field and one (1) year of full-time paid or its part-time equivalent, responsible work experience in energy management, environmental planning, or similar experience; **OR**
- C. Graduation from an accredited college or university with an Associate's Degree in Environmental Science, Business, Public Administration, Education, Planning or closely related field and three (3) years of full-time paid or its part-time equivalent, responsible work experience in energy management, environmental planning, or similar experience; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid or its part-time equivalent, responsible work experience in energy management, environmental planning, or similar experience; **OR**
- E. An equivalent combination of training and experience as described in A, B, C and D above.

ULSTER COUNTY
3017 ENV OT MGR
Classification: Competitive
MGT

Adopted: February 20, 2020
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