

DATE: May 14, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Evelyn Ellis, Acting Director, Department of the Environment
17 Pearl Street, Kingston, NY 12401



JOB VACANCY: Environmental Outreach Manager / Full-Time / Permanent/Provisional / Benefited

LOCATION: 17 Pearl St.

SALARY: \$33.42 / hour

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.

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.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.