

DATE: September 10, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is not a competitive class position.)

FROM: Andy Bicking, Director, Department of the Environment
17 Pearl Street, Kingston, NY 12401

JOB VACANCY: Environmental Planner / Full-Time / Permanent/Provisional / Benefited

LOCATION: 17 Pearl St.

SALARY: \$40.91 / hour (Grade 17)

FILL DATE: October 1, 2026



DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as the project manager for the Ulster County Department of the Environment by assisting the Director of the Environment in developing, planning and coordinating new and on-going programs. The incumbent is responsible for major environmental projects. The specific duties may vary in accordance with the focus of the individual projects; but the general responsibility of the incumbent is to direct and supervise the functions and duties of the technical staff assigned to a project, prepare plans and reports, and serve as the mitigating coordinating liaison with other agencies and regulating authorities. The work is performed under the general direction of the Director of the Environment. Supervision is exercised over the work of staff, interns and volunteers involved in a project, as well as the work of outside contractors. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the laws, rules, principles, practices, techniques and procedures governing environmental planning and regulation; good knowledge of GIS software and global positioning equipment; good knowledge of the methods, objectives and management principles of urban and natural resources planning; working knowledge of the proper methods for collecting, analyzing, and interpreting geographical data; skill in using a variety of GIS, GPS and field sampling equipment; ability to prepare and present written and oral reports to a variety of constituents and/or governing bodies; ability to observe, identify, interpret and conceptualize the bio-diversity of target areas; ability to analyze data; ability to train others; ability to interpret and apply agency policy; ability to supervise; ability to maintain effective working relationships with various group and agencies; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree in Environmental Sciences, Planning, Public Administration, or a closely related field specifically related to land use, urban or regional natural resource planning, and two (2) years of professional experience in land use, erosion control, urban or regional natural resource planning including program development; OR
- B. Graduation from an accredited college or university with a Bachelor's Degree in Environmental Sciences, Planning, Public Administration, or a closely related field specifically related to land use, urban or regional natural resource planning, and four (4) years of professional experience in land use, erosion control, urban or regional natural resource planning including program development; OR
- C. Graduation from an accredited college or university with an Associate's Degree in Environmental Sciences, Planning, Public Administration, or a closely related field specifically related to land use, urban or regional natural resource planning, and six (6) years of professional experience in land use, erosion control, urban or regional natural resource planning including program development; OR
- D. Successful completion of fifteen (15) credit hours from an accredited college or university in Environmental Sciences, Planning, Public Administration, or a closely related field specifically related to land use, urban or regional natural resource planning, and seven (7) years of professional experience in land use, erosion control, urban or regional natural resource planning including program development; OR
- E. An equivalent combination of training and experience as designated 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.