

ASSISTANT COORDINATOR, DEPARTMENT OF THE ENVIRONMENT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as the technical resource liaison for the Ulster County Department of the Environment (UC DOE). The incumbent is responsible for providing technical assistance to the Ulster County Environmental Management Council (EMC), as well as for internal environmental disciplines within County departments. The employee is also responsible for assisting in the development of departmental policies and procedures, as well as providing technical assistance and recommendations on environmental issues. The specific duties of the position may vary in accordance with governmental mandates, changes in environmental law and/or current County projects; but the general responsibility of the incumbent is to coordinate and fulfill the requirements for the technical functions of the department, including assisting in the preparation of plans and reports, the formulation and preparation of the annual departmental budget and for serving as the technical liaison with other agencies and regulating authorities. The work is performed under the general direction of the Coordinator, Department of the Environment, with leeway allowed for the use of independent judgment and initiative in carrying out the details of the work. Supervision is not a responsibility of an employee in this class. 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 may perform some or all of the following, as well as other related activities not described.

Provides technical assistance in environmental policy and resource planning for the Ulster County Department of the Environment, the Ulster County Environmental Management Council (EMC) and inter-related County departments;

Assists inter-related County departmental staff members on all environmental projects and makes recommendations to expedite the project, while ensuring that the goals of the EMC are being met;

Provides technical assistance to the EMC Leadership and assists in the development of agency and departmental policies and procedures;

Provides technical assistance with County projects and activities that may have environmental implications to assure that the requirements of departmental guidelines and EMC policies and procedures are being followed and facilitates subsequent review;

Acts as technical liaison with personnel in other County departments, as well as with Federal, State, regional and private environmental planning agencies, consultants and other interested parties involved with environmental issues;

Assists in the preparation of the annual departmental budget by providing project data;

Assists in the preparation of plans, reports, informational material and administrative documents designed to support or implement the environmental objectives of Ulster County and the EMC to meet both State and Federal requirements;

Provides technical assistance in the efforts of County departments and municipalities to utilize Geographic Information System (GIS) equipment and software, as well as global positioning equipment to compile, collect, organize and analyze geographic information relative to the focus and planning objectives of Ulster County and the EMC;

May assist in the preparation of oral, written and multi-media reports to the Ulster County Legislature, municipal officials and the public;

May provide technical training and informational seminars related to environmental planning issues to employees, officials, educators, volunteers, students and members of the interested public;

May prepare and maintain an inventory of materials, equipment and supplies assigned to the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the laws, rules, principles, practices, techniques and procedures governing regional environmental planning and regulation; good knowledge of GIS software and global positioning equipment; working knowledge of the methods and objectives of urban and natural resources planning; working knowledge of the proper methods for collecting, analyzing, and interpreting geographical data; working knowledge of the physical and geographic make-up of Ulster County; skill in using a variety of GIS, GPS and field sampling equipment; ability to prepare written 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 maintain effective working relationships with various groups and agencies; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

A. Graduation from a regionally accredited or New York registered college or university with a Bachelor's Degree in Environmental Engineering, Environmental Planning, Environmental Sciences, Forestry, Natural Resources Management, Natural Sciences or a closely related field specifically related to land use and/or urban or regional natural resource planning and two (2) years of full-time paid, or its' part-time equivalent, professional work experience in land use, erosion and sediment control and/or urban/regional natural resource planning, which included program development; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Environmental Engineering, Environmental Planning, Environmental Sciences, Forestry, Natural Resources Management, Natural Sciences or a closely related field specifically related to land use and/or urban or regional natural resource planning and four (4) years of full-time paid, or its' part-time equivalent, professional work experience in land use, erosion and sediment control and/or urban/regional natural resource planning, which included program development, one year of which must have been in a supervisory capacity; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid, or its' part-time equivalent, progressively responsible work experience in land use, erosion and sediment control and/or urban/regional natural resource planning, which included program development, two (2) years of which must have been in a supervisory capacity; **OR**

D. An equivalent combination of training and experience as described in A, B and C above.

SPECIAL REQUIREMENT At time of employment and throughout the duration of employment in this title, the incumbent must possess and continuously maintain a valid New York State Driver's License applicable to the vehicles being used.

ULSTER COUNTY
0275 AST CD ENV
Classification: Competitive
Union: USCA
MGT

Adopted: July 24, 2007