

COORDINATOR, DEPARTMENT OF THE ENVIRONMENT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as the administrative head of the Ulster County Department of the Environment (UC DOE). The incumbent is responsible for providing the environmental leadership for Ulster County and within County government, including the coordination of technical and administrative assistance for the Ulster County Environmental Management Council (EMC) by working with the EMC leadership in the development and coordination of both new and on-going environmental programs and projects. The employee is also responsible for the development of departmental policies and procedures, as well as providing recommendations and technical assistance to other County departments, outside agencies and other regulatory authorities for all 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 direct and supervise the overall functions and duties of the department, including the preparation of plans and reports and the formulation and preparation of the annual departmental budget. The work is performed under the general direction of the Office of the County Administrator, with advisory responsibilities to the EMC Leadership, with considerable leeway allowed for the use of professional judgment in carrying out the details of the work. Supervision is exercised over the work of all departmental personnel. 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.

Coordinates environmental policy and resource planning for all inter-related County departments and the Ulster County Environmental Management Council (EMC);

Supervises the efforts of the Department of the Environment employees and coordinates with the efforts of other inter-related County departmental staff on all environmental projects;

Reviews the progress of environmental projects through oversight of the duties of technical staff assigned and makes recommendations to ensure the project is on-time and the goals of the EMC are being met;

Provides administrative and technical assistance to the EMC Leadership and coordinates the development of agency and departmental policies and procedures;

Reviews on-going County projects and/or activities with environmental implications and assures that the requirements and guidelines of the project are followed in context with established policies and procedures;

Acts as administrative 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;

Formulates and prepares the annual departmental budget;

Prepares 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;

Coordinates 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;

Prepares and presents oral, written and multi-media reports to the Ulster County Legislature, municipal officials, the media 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 regulations; good knowledge of GIS software and global positioning equipment; good 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 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 and supervise others; ability to interpret and apply agency policy; ability to maintain effective working relationships with various groups and agencies; good judgement; tact; courtesy; 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 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 (post-graduate) work experience in land use, erosion and sediment control, 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 a Master's Degree in Architecture or Landscape Architecture, Business Administration, Planning, Public Administration, Urban Design or a closely related field and two (2) years of full-

time paid, or its' part-time equivalent, professional (post-graduate) work experience in community, municipal or regional planning, which included program development; **OR**

C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Architecture (five-year program) or Landscape Architecture, Environmental Engineering, Environmental Planning, Environmental Sciences, Forestry, Natural Resources Management, Natural Sciences, Planning 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 (post-graduate) work experience in land use, erosion and sediment control or urban/regional natural resource planning, which included program development; **OR**

D. 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 six (6) years of full-time paid, or its' part-time equivalent, professional (post-graduate) work experience in land use, erosion and sediment control or urban/regional natural resource planning, which included program development, two (2) years of which must have been in a supervisory capacity; **OR**

E. An equivalent combination of training and experience as indicated in A, B, C and D 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
1762 COORD ENV
Classification: Proposed Non-Competitive
MGT

Adopted: July 24, 2007