

DEPUTY DIRECTOR OF THE 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 for Ulster County and within County government, including technical and administrative assistance to the Environmental Management Council (EMC). 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; energy and greenhouse gas tracking, analysis, and reporting; and building and fleet electrification and decarbonization strategies. 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, serving as the technical liaison with other agencies and regulating authorities, assisting in the performance of functions influencing policy, and acts for and in place of the Director of the Department of the Environment in their absence. The work is performed under the general direction of the Director of the 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 exercised over the work of department 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 may perform some or all of the following, as well as other related activities not described.

Provides energy and greenhouse gas tracking, analysis and reporting related to building and fleet electrification and decarbonization strategies;

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 and/or enhance the projects;

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 energy and greenhouse gas tracking, analysis and reporting; good knowledge of renewable energy technologies, building and fleet electrification technologies and decarbonization strategies, and relevant legislative and regulatory issues; good knowledge of relevant federal, state and utility funding opportunities and incentive programs; ability to prepare written reports to a variety of constituents and/or governing bodies; ability to analyze data; ability to train and supervise others; ability to maintain effective working relationships with various groups and agencies; good judgment; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Master's Degree in Engineering, Environmental Planning, Environmental Sciences, Forestry, Natural Resources Management, Natural Sciences, Biology or a closely related field specifically related to sustainability, energy management, land use and/or urban or regional natural resource planning; **OR**

B. Possession of a Bachelor's Degree in Engineering, Environmental Planning, Environmental Sciences, Forestry, Natural Resources Management, Natural Sciences, Biology or a closely related field specifically related to sustainability, energy management, 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, sustainability, energy management and/or urban/regional natural resource planning, which included program development; **OR**

C. Possession of an Associate's Degree in Engineering, Environmental Planning, Environmental Sciences, Forestry, Natural Resources Management, Natural Sciences, Biology or a closely related field specifically related to sustainability, energy management, 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, sustainability, energy management and/or urban/regional natural resource planning, which included program development, one (1) year of which must have been in a supervisory capacity; **OR**

D. 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, sustainability, energy management and/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 described in A, B, C and D above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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
2317 DEP DIR EN
Classification: Proposed Non-Competitive
NUMGT

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