

ENVIRONMENTAL MANAGEMENT PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides technical and administrative assistance as well as clerical support to the Chairperson and the Environmental Management Program Coordinator. Duties may include: collecting and interpreting a variety of data, preparing correspondence and reports, attending meetings and conferences, and assisting with the daily operations of the environmental and technical education programs of the Environmental Management Council. The incumbent may attend meetings, conferences and public functions as directed. Work is performed under the direct supervision of the Chairperson and the Environmental Management Coordinator. Supervision is exercised over high school interns and volunteers. 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 in this title may perform some or all of the following, as well as other related activities not described.

Assists with Environmental Management Council office administration including correspondence, reports, files, mail, supplies, etc.;

Attends meeting, conferences and public functions as necessary, and takes notes and minutes as directed;

Attends technical training as directed;

Assists in the coordination of daily operations for the environmental and technical education programs, such as: Learn and Serve America, Introduction to ArcView GIS, Watershed Boot Camp, etc;

Helps to develop a variety of curriculum/programs for students in various age ranges and assists in the development of various training programs for teachers, local officials and volunteers;

Assists with the coordination of the exchange of information between the Environmental Management Council and other councils, agencies, etc.;

Assists in designing various brochures, flyers, posters, maps and booklets;

Assists in designing multimedia presentations using a computer and LCD projector;

Uses a geographic information system for the collection, maintenance and analysis of environmental data;

Gathers data, information and documentation regarding historic sites land use, hydrology, geology, water quality, soils, vegetation, open space, wild life habitats and other natural resources;

Assists in the development of the Natural Resources Inventory;

Performs a variety of clerical tasks in connection with the day to day operation of the Environmental Management Council's office;

Supervises high school interns and other program volunteers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the physical and geographic landscape of Ulster County; Working knowledge of the principles, techniques and programs used in environmental and natural resources planning and conservation management; working knowledge of the methods of collection and interpretation of data; skill in the use of various hand and power tools (such as saws, pruning clippers, soil augers); ability to acquire knowledge of the use of Geographic Information Systems; ability to prepare reports; ability to present ideas clearly and effectively; ability to supervise the work of others; ability to operate a motor vehicle; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's or higher level degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Science or a related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience in environmental planning or similar experience. OR
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

SPECIAL REQUIREMENT:

Possession of a New York State Driver's License appropriate to the vehicle operated throughout employment.

ULSTER COUNTY
3012 ENV MGT PG
Classification: Competitive
Grade: 11
Union: CSEA

Adopted: April 19, 2001