

ENVIRONMENTAL MANAGEMENT PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves coordinating the administrative as well as the environmental/educational activities of the Environmental Management Council. Duties may include responsibility for assisting in the planning of meetings, conferences and public functions for the Chairperson and Executive officers. When necessary, the incumbent may attend such as well. An employee in this class may represent the Chairperson and Environmental Management Council as directed. In addition, employee is responsible for office administration duties such as payroll, correspondence, supplies, etc. Work is performed under the direct supervision of the Environmental Management Chairperson. Supervision may be exercised over subordinate employees. 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 in the planning of meetings, conferences, and public functions for the Environmental Management Council Chairperson and Executive Officers;

Attends meetings, conferences and public functions as directed;

Responsible for Environmental Management Council office administration including correspondence, files, mail, supplies, payroll, etc.;

Assists in the preparation of department budget;

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

Acts as a liaison between teachers, students and the principal investigators for Environmental Management Council grants and contracts;

Develops 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;

Works with the Project Director, committee members and participants in program design and evaluation;

Assists the Environmental Management Council in conducting needs assessments, developing data and data analysis for program design and modification;

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

Designs and publishes various brochures, flyers, posters, maps and booklets;

Designs and produces multimedia presentations using a computer and LCD projector;

Manages the Environmental Management Council's GIS program and database as directed, including gathering, development and analysis of data;

Conducts community surveys, needs assessments and related field research for data entry into Environmental Management Council's GIS and assists with the long range planning for the Environmental Management Council GIS programs;

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;

May provide training to subordinate employees, as needed;

May supervise the work of subordinate employees.

May perform a variety of clerical tasks in connection with the day to day operation of the Environmental Management Council's office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the physical and geographic landscape of Ulster County; Good 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; working knowledge of geographic information systems; skill in the use of various hand and power tools (such as saws, pruning clippers, soil augers); ability to prepare and present oral and written reports, charts, maps and graphs; 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 a Bachelor's or higher level Degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Science or a related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Science or related field and three (3) years of full-time paid work experience in environmental planning, environmental management or similar experience.
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid work experience in environmental planning, environmental management or similar experience.

D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

SPECIAL REQUIREMENT:

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

ULSTER COUNTY
3013 ENV MGT PG
Classification: Competitive
Grade: 13
Union: CSEA

Adopted: April 19, 2001