

ENVIRONMENTAL PLANNER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as the project manager for the Ulster County Department of the Environment by assisting the Director of the Environment in developing, planning and coordinating new and on-going programs. The incumbent is responsible for major environmental projects. The specific duties may vary in accordance with the focus of the individual projects; but the general responsibility of the incumbent is to direct and supervise the functions and duties of the technical staff assigned to a project, prepare plans and reports, and serve as the mitigating coordinating liaison with other agencies and regulating authorities. The work is performed under the general direction of the Director of the Environment. Supervision is exercised over the work of staff, interns and volunteers involved in a project, as well as the work of outside contractors. 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.

Acts as the project manager by planning, directing and coordinating environmental policy and resource planning for the Ulster County Department of the Environment;

Supervises the efforts of employees, interns, volunteers, or interested-party groups involved within the context of the structure of an assigned project;

Directs and reviews the progress of a project through oversight of the functions and duties of technical staff assigned, making recommendations to expedite the goals of the Ulster County Department of the Environment and the project;

Assures the Director of the Environment that the requirements of the project guidelines are followed in context with its original parameters or seeks further authorization after subsequent review;

Acts as mitigation liaison with planning personnel in other county departments, consultants, Federal, State and regional environmental planning agencies as well as interested parties involved with projects;

Prepares plans, reports, informational material and administrative documents designed to support or implement the environmental objectives of the Ulster County Department of the Environment;

Plans, conducts, coordinates and supervises a broad range of environmental field research;

Utilizes appropriate GIS software, as well as global positioning equipment to compile, collect, organize and analyze geographic information relative to the focus and planning objective of the Ulster County Department of the Environment;

Oversees, where authorized, the work of private contractors or consultants engaged in carrying out the specific requirements of a project, ensuring that the work is being performed according to time tables, budget and specifications;

Assists with the review of consultants and outside contractors and makes recommendations as to which group could perform work for the agency;

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

Prepares and presents oral, written and multimedia reports to the Ulster County Executive, outlying agencies, regulating authorities and the public;

May prepare and maintain an inventory of materials, equipment and supplies expensed on a project.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the laws, rules, principles, practices, techniques and procedures governing environmental planning and regulation; good knowledge of GIS software and global positioning equipment; good knowledge of the methods, objectives and management principles of urban and natural resources planning; working knowledge of the proper methods for collecting, analyzing, and interpreting geographical data; 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 others; ability to interpret and apply agency policy; ability to supervise; ability to maintain effective working relationships with various group and agencies; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree in Environmental Sciences, Planning, Public Administration, or a closely related field specifically related to land use, urban or regional natural resource planning, and two (2) years of professional experience in land use, erosion control, urban or regional natural resource planning including program development; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree in Environmental Sciences, Planning, Public Administration, or a closely related field specifically related to land use, urban or regional natural resource planning, and four (4) years of professional experience in land use, erosion control, urban or regional natural resource planning including program development; **OR**
- C. Graduation from an accredited college or university with an Associate's Degree in Environmental Sciences, Planning, Public Administration, or a closely related field specifically related to land use, urban or regional natural resource planning, and six (6) years

of professional experience in land use, erosion control, urban or regional natural resource planning including program development; **OR**

D. Successful completion of fifteen (15) credit hours from an accredited college or university in Environmental Sciences, Planning, Public Administration, or a closely related field specifically related to land use, urban or regional natural resource planning, and seven (7) years of professional experience in land use, erosion control, urban or regional natural resource planning including program development; **OR**

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

ULSTER COUNTY

3014 ENV PLAN

Classification: Competitive

3018 ENPL HLP

Classification: Non-Competitive

Grade: 17

Union: CSEA

Adopted: July 15, 2004

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