

ENVIRONMENTAL RESOURCE GRADUATE INTERN

DISTINGUISHING FEATURES OF THE CLASS: This intern position is a fieldwork placement for students enrolled in a graduate level environmental resource related degree program. This part-time placement lasts for one year during which the incumbent provides technical services and administrative and clerical support to the Environmental Management Council. The work consists of collecting and interpreting a variety of information, conducting research, producing and presenting oral, written and multimedia reports, coordinating and conducting training, and generally assisting the Council. Work is performed under the general supervision of the Environmental Management Council. 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.

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

Conducts field investigations to assist in natural resource identification;

Maintains a library of resource materials on environmental topics;

Develops, uses and maintains an electronic geographic information system in storing data, and conducting research and analysis;

Prepares and types a variety of correspondence on environmental matters;

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

Performs 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: Working knowledge of the principles, practices, purposes and techniques 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; work knowledge of the use and interpretation of aerial photography and satellite imagery as it applies to environmental and land use analysis; ability to prepare reports; ability to present ideas clearly and effectively orally and in writing; ability to type at an acceptable rate of speed; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Science or a related field and matriculation in a graduate degree program (Masters or Doctoral level) in one of the above.

ULSTER COUNTY
3015 ENV RE GR
Classification: Competitive
Grade: 13
Union: CSEA

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