

## SENIOR ENVIRONMENTAL PLANNER

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class serves as the senior project manager for the Ulster County Department of the Environment by assisting the Director of the Environment in planning, directing and coordinating environmental policy and resource planning. The incumbent is responsible for providing information on all environmental matters. 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.

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

Reviews and evaluates environmental impact reports that apply to specific planning projects and programs;

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

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;

Provides information on all environmental matters, and where appropriate, refers inquiries of the public to proper agencies;

Advises staff members on complex problems encountered in environmental related planning projects;

Serves as liaison to other local, State and Federal agencies involved in environmental activities;

Reviews and keeps informed of Federal, State and local policy rules and regulations involving environmentally related matters;

Identifies potential problems that may impact the environment and determines solutions which will be in the best interest of the County;

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;

Confers with local authorities, members of environmental councils, task forces, citizens' advisory commissions and legislative bodies to recommend measures affecting the environment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the purposes, principles, practices, methods and terminology used in environmental planning; thorough knowledge of current principles, practices, methods and techniques used in preserving and improving environmental conditions; good knowledge of environmental research methods and techniques; good knowledge of governmental budget procedures; good knowledge of local, State and Federal programs and legislation concerning the environment and its protection; ability to prepare complex reports; ability to make difficult planning studies and to prepare analyses, recommendations and revisions; ability to express oneself clearly and concisely, both orally and in writing; ability to understand complex oral and written directions; ability to establish effective working relationships with civic leaders, public officials and the general public; ability to make presentations to elected and appointed officials, citizen groups and agencies; ability to analyze and evaluate complex data, write comprehensive reports and make practical recommendations; ability to analyze factual data and to prepare graphs, diagrams and reports; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of 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 three (3) years of professional experience in land use, erosion control, urban or regional natural resource planning including program development; **OR**
- B. Possession of 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 five (5) years of professional experience in land use, erosion control, urban or regional natural resource planning including program development; **OR**
- C. Possession of 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 seven (7) 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 nine (9) 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.

**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.

ULSTER COUNTY  
6175 SR ENV PLN  
Classification: Competitive  
Grade: 18  
Union: CSEA

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