

COORDINATOR OF ENVIRONMENTAL RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: This is managerial, technical and administrative work of a complex nature involving responsibility for developing and implementing policies and coordinating the activities, use and maintenance of county-owned parklands, with particular emphasis on preserving natural resources and protecting the environment. In addition, the incumbent supervises and coordinates the county activities in the areas of environmental management and soil and water conservation. The work is performed under guidelines and policies established by the state and federal government and by the County Executive, with wide latitude for independent judgment in carrying out day-to-day functions. Supervision is exercised over technical and clerical personnel. An incumbent in this position may be required to work hours other than in the normal workweek, including evenings, weekends, and holidays, and may be required to travel throughout the County to various parks and other work locations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs all administrative and managerial functions of the Division of Environmental Resources and the Parks Commission;

Supervises all work related to the parks and ensures the security of parks, including determinations on granting permits and enforcement of rules and regulations;

Lead responsibility for all Park Commission activities, including preparing agenda and directing meetings;

Makes recommendations on park policy to the Parks Commission and executes such policy;

Presents all departmental requests to the County Executive and Legislature;

Makes recommendations, on behalf of the County Executive, for acquisition of additional parklands;

Supervises and coordinates activities previously handled by the Environmental Management Council and Soil & Water Conservation District, working closely with technical personnel assigned to these areas (including but not limited to parks, soil and water);

Prepares, presents and directs the execution of the budget for Environmental/Parks under the County Executive;

Researches and prepares all information required for state, federal and other grants;

Assists with the implementation of and participates in County sustainability initiatives, such as the Climate Smart Communities (CSC) and Clean Energy Communities (CEC) programs among others;

Represents the County or Division at public functions, forums, meetings, etc.;

Reviews all Planning Department General Municipal Law Reviews concerning development adjacent to park property;

Plans and supervises the work of departmental staff;

Exercises such further power and authority as the Legislature of Rockland County may, from time to time, delegate by local law or resolution or as the County Executive may delegate in his/her administrative capacity.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the Rockland County Park System; thorough knowledge of park and environmental conservation laws, rules and regulations; thorough knowledge of administrative practices and procedures; ability to read and understand topographical maps and site review plans; ability to communicate effectively, both orally and in writing; ability to maintain cooperative relations with the public, local lawmakers and agencies; ability to supervise the work of others; ability to represent the division at a variety of forums and meetings; ability to plan and coordinate the work of others.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Environmental Science, Forestry, Parks and Recreation Management or comparable curriculum and five (5) years of experience in directing conservation, environmental and/or parks activities, at least two (2) years of which must have been in the areas of parks, parks management, etc.

PUBLIC OFFICER REQUIREMENTS:

1. At the time of appointment and throughout the course of employment in this title, one must be a citizen of the United States and not have been convicted of a violation of either the federal selection training and service act or the selective draft act of the United States.
2. Residence: As specifically set forth in the Public Officers Law (Section 3).