

COORDINATOR OF ENVIRONMENTAL RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: This is 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 a small number of technical and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs all administrative functions of the Department of Environmental Resources and the Parks Commission;
Coordinates all Park Commission activities, including preparing agenda and directing monthly meetings;
Makes recommendations on park policy to the Parks Commission;
Presents all departmental requests to the County Executive and Legislature;
Makes recommendations on acquisition of additional parklands;
Supervises and coordinates activities previously handled by the Environmental Management Council and Soil & Water district, working closely with technical personnel assigned to these areas;
Prepares all information required for state and federal grants;
Represents the department 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.

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; good knowledge of administrative practices and procedures; ability to communicate effectively, both orally and in writing; ability to read and understand topographical maps and site review plans; ability to deal effectively with the public, local lawmakers and agencies; ability to represent the department at a variety of forums and meetings; ability to plan and coordinate the work of others.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Environmental Science, Forestry or related field 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.

SPECIAL REQUIREMENT:

Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services.

R.C.D.P. (08.07.2012) 07.17.2015
Competitive