

## **COORDINATOR, WATER RESOURCES MANAGEMENT TASK FORCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and technical work that primarily involves coordinating the activities and functions of the Rockland County Task Force on Water Resources Management. The work also includes responsibility for developing and implementing special projects, community outreach, and grant writing. The work may include the general oversight of professional staff and consultants and is performed under the general direction of the Chair of the Task Force on Water Resources Management. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates the functions and activities of the Rockland County Task Force on Water Resources Management by planning and scheduling meetings and speakers, preparing and distributing meeting agendas, providing and exchanging information with and between task force members, etc.;

Prepares reports and correspondence, as assigned, for the Task Force, and drafts legislation, as needed;

Researches private and public funding sources (e.g., New York State Department of State, New York State Department of Environmental Conservation, United States Environmental Protection Agency, etc.) and prepares grant applications, including required documents;

Monitors grant-funded projects, including data collection and analysis, in order to ensure compliance with funding sources and project effectiveness;

Plans, develops, and implements a variety of public outreach programs, prepares press releases, and maintains a website and social media outlets for the Task Force on Water Resources Management in order to ensure community awareness of the County's water resources and conservation plans and strategies and green infrastructure techniques;

Plans and coordinates public events (e.g., open house events, presentations) regarding the activities of the Task Force and to encourage the exchange of information and awareness regarding water resources and conservation;

Plans and implements surveys to gather information regarding water resources management and related matters;

Responds to comments and inquiries from the public regarding water resources management;

Reviews and summarizes recommendations regarding water use, conservation, the effective use of water and sewer infrastructures and the maintenance of same, groundwater protection, etc.;

Reviews and summarizes information, proposals, and plans provided by local municipalities (e.g., towns) regarding water management, drought management, conservation, etc.;

Researches water resources management plans, best practices for water conservation, green infrastructure concepts and plans, etc., developed by a variety of organizations and governmental agencies;

Acts as liaison to local elected officials, County departments, New York State and Federal agencies, when assigned;

Performs special assignments, as assigned;

Prepares a variety of reports;

May attend New York State and regional meetings and conferences pertaining to water resources management and conservation;

May perform analyses of data regarding water resources and conservation;

May prepare Requests for Proposals for consultants.

(over)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of Rockland County's water resources\*; good knowledge of the principles and practices of researching grant opportunities and writing grants; good knowledge of the structure and operations of Rockland County government\*; working knowledge of New York State environmental programs; working knowledge of public relations, including the preparation of media releases and informational materials; ability to ability to establish and maintain cooperative working relationships with others (e.g., professional planners, the public, lawmakers, government agencies, members of the business community, etc.); ability to communicate effectively both orally and in writing; ability to use a personal computer and software appropriate to the activities of the Rockland County Task Force on Water Resources Management.

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher and (3) years of post-degree professional, technical and/or supervisory/management experience in environmental or conservation programs, municipal planning\*\* or grant writing\*\*; or
2. A Bachelor's degree or higher in Geography, Environmental Studies, Environmental Science Cartography or comparable curriculum and (3) years of professional, technical and/or supervisory/management experience; or
3. A Juris Doctor (JD) degree and three (3) years of professional, technical and/or supervisory/management experience.

\*\*At least one (1) year of the municipal planning or grant writing experience must have been in environmental or conservation programs.

\*To be demonstrated during the probationary period.