

ENVIRONMENTAL MANAGEMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work which involves coordinating and implementing programs and activities designed to preserve natural resources and to protect the environment. The work is performed under the direct supervision of the Coordinator of Environmental Resources and in accordance with the guidelines established by the Environmental Management Council, Soil and Water Conservation District and Water Quality Coordinating Committee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the daily administration of the Environmental Management Council, Soil and Water Conservation District and Water Quality Coordinating Committee and Farmland & Agriculture Protection Board by coordinating activities, providing technical assistance in the preparation of reports and permit reviews, giving information to the public, etc;

Coordinates and oversees a variety of activities related to various stream bio-monitoring programs (e.g. Volunteer Stream Monitoring, Professional Stream Bio-Assessment, New York State DEC Water Assessments by Volunteer Evaluators (WAVE), Professional External Evaluators of Rivers and Streams (PEERS), Rain Barrel and Rain Garden) by scheduling and assigning work to volunteers, providing training, working with program consultants, etc.;

Promotes energy and natural resources conservation and alternate energy uses through brochures, media releases and public meetings;

Provides direct assistance and/or advice to individuals experiencing environmental problems;

Plans and holds symposiums and meetings on local environmental issues;

Prepares quarterly narratives, reports, annual work programs and audio-visuals related to environmental issues;

Acts as a resource person to environmental and conservation organizations in the community and coordinates activities with county agencies where necessary;

Promotes citizen participation in programs designed to protect air, water and land from projects which could cause contamination and/or pollution;

Provides input for the development of plans to identify long range objectives and opportunities for the development and conservation of natural resources and prepares preliminary plans, as appropriate;

Provides input for the preparation of the departments annual budget;

Provides guidance and information to local planning boards and municipality staff related to Environmental Management Conservation (e.g. Green Infrastructure);

Writes grant proposals related to the preservation of natural resources and prepares final reports on grant funding;

Provides technical assistance to landowners and/or municipalities regarding the development of resource and conservation programs and projects;

Collects data regarding a variety of natural resource conservation matters and prepares reports, as assigned;

Prepares agenda, compiles pertinent information for review and approval and prepares reports for meetings, as necessary and in accordance with the direction of the Coordinator, Environmental Resources;

(over)

Attends regional meetings and conferences (e.g. NYSDEC, Hudson River Estuary Program Events, Watershed Roundtable, Teaching the Hudson Valley, Hudson River Watershed Alliance Annual Conference, Rockland Water Task Force);

Prepares a variety of annual reports related to Environmental Management Conservation;

May represent the Environmental Management Council, Soil and Water Conservation District, Water Quality Coordinating Committee and Farmland & Agriculture Protection Board at public meetings, legislative meetings, etc. (where environmental issues are discussed), as directed by the Coordinator of Environmental Resources;

May perform special assignments pertaining to the County's natural resource conservation Program;

May act as a liaison with New York State, County and local resource agencies;

May provide input to the Soil and Water Conservation Board regarding natural resource conservation needs and priorities.

FULL PERFORMANCE KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of natural resource conservation, including the areas of soil and water conservation; good knowledge of conservation, community resource development and ecological and environmental issues; good knowledge of the topographic make-up of Rockland County; good knowledge of laws, rules and regulations applicable to resource and environmental conservation, including those that pertain to soil and water; good knowledge of the New York State DEC environmental programs (e.g. WAVE, American eel project, I Fish NY, etc.); working knowledge of public relations which includes the preparation of media releases and brochures; ability to read and understand topographical maps and site review plans; ability to organize volunteers and to direct the work of same towards a common goal; ability to deal with the public, local lawmakers and agencies, sometimes in stressful or volatile situations; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others (e.g. the public, lawmakers, government agencies, etc.).

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree and three (3) years of post-degree professional, technical, and/or supervisory/managerial experience in environmental programs; or
2. A Bachelor's degree or higher in Environmental Science or comparable curriculum and one (1) year of post-degree professional, technical, and/or supervisory/managerial experience in environmental programs.