

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. Supervision is provided to staff involved in environmental programs. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the daily administration of the Environmental Management Council, Soil and Water Conservation District and other boards by coordinating activities, assisting with budget preparation, providing technical assistance in the preparation of reports and permit reviews, providing information to the public, etc.;

Supervises staff assigned to environmental programs by assigning and reviewing work, establishing work priorities, resolving issues, etc.;

Coordinates and oversees a variety of activities related to various stream bio-monitoring programs (e.g. Professional External Evaluators of Rivers and Streams (PEERS), by working with program consultants, providing training, etc.;

Coordinates and leads education field days in local outdoor spaces (e.g., County parks) while maintaining partnership with local school districts and other organizations;

Plans and leads classroom education workshops focused on environmental issues;

Communicates with the public and other organizations via phone, email, or at meetings addressing environmental concerns by resolving issues and providing assistance;

Prepares annual reports for grant funding and provides input on grant applications when applicable;

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

Collects data regarding a variety of natural resource conservation topics and prepares reports;

May represent the Environmental Management Council, Soil and Water Conservation District, or other boards at legislative and other meetings, as directed by the Coordinator.

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 supervise the work of others; ability to read and understand topographical maps and site review plans; ability to organize volunteers and to direct their work; 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.).

(over)

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.