

SPECIAL ASSISTANT TO THE ROCKLAND TASK FORCE ON WATER RESOURCES MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and managerial work that primarily involves coordinating and implementing activities to advance and ensure water conservation in Rockland County, in accordance with the Rockland County Water Conservation Plan. The work is distinguished from that of the Coordinator, Water Resources Management Task Force in the focus on outreach, community-based objectives, including but not limited to enhanced awareness about water conservation for individuals, businesses, and government, and implementing water conservation strategies. The work 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:

Meets with administrators, government officials, as assigned, and members of businesses (e.g., public utilities, corporations), industrial, agricultural, landscaping and recreational groups, schools, community organizations, governmental agencies, etc., in order to improve awareness of water conservation goals and methods, encourage the reduction of water use in Rockland County, and coordinate activities regarding water conservation, develop partnerships, etc.;

Coordinates industrial, business, and government stakeholders for strategic planning to implement long and short-term water conservation goals, in accordance with the Rockland County Water Conservation Plan;

Meets with Rockland County department heads and staff to exchange information regarding water conservation and coordinate program activities, including those that pertain to grant applications and activities, as assigned by the Chair of the Task Force on Water Resources Management;

Prepares and distributes informational materials regarding water conservation;

Reviews and evaluates water conservation data (e.g., water usage reduction information) and compares the data to goals, data from other counties and states, and prepares reports regarding same;

Gathers and reviews up-to-date information on best practices regarding water conservation, makes recommendations regarding strategies for water conservation, and prepares reports regarding same;

Acts as a liaison with elected officials to share information and develop solutions regarding water conservation, as assigned by the Chair of the Task Force on Water Resources Management;

Develops and conducts informational workshops regarding water conservation for schools, businesses, community groups, industrial groups, government departments and agencies, etc.;

Coordinates community-based programs for water conservation (e.g., rebate programs);

Attends a variety of meetings, workshops, and conferences, as assigned;

May prepare policies regarding water conservation, as assigned by the Chair of the Task Force on Water Resources Management.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of best practices in water conservation*; good knowledge of Rockland County's water resources*; good knowledge of Rockland County's local businesses, industrial groups, and community groups*; good knowledge of the structure and operations of Rockland County government*; good knowledge of the Rockland County Water Conservation Plan*; working knowledge of public relations, including the preparation of information materials; ability to coordinate a variety of stakeholders to facilitate integration of activities and goals; ability to establish and maintain cooperative working relationships with others; ability to communicate effectively, both orally and in writing; ability to use a personal computer and software as it pertains to the Rockland County Water Conservation Plan; ability to prepare a variety of reports.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and three (3) years of post-degree professional, technical and/or managerial or administrative experience that substantially involved environmental, water conservation, or sustainability responsibilities; or
2. A Bachelor's degree or higher in Environmental Science, Environmental Studies, Sustainability Science, Sustainability Management, Public Administration, or comparable curriculum, and three (3) years of professional, managerial, and/or administrative experience; or
3. A Bachelor's degree or higher and three (3) years of post-degree experience that substantially involved project or program management (e.g., evaluate and identify a project's scope and identify required resources, organize and motivate a project team, plan time lines/schedules for projects and monitor adherence to such time lines/schedules, monitor progress towards project goals, estimate project costs and monitor expenditures, provide information to customers regarding projects, etc.); or
4. Any equivalent combination of training and experience.

*To be demonstrated during the probationary period.