

COORDINATOR, WATER ADVISORY COUNCIL*

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and managerial work involving responsibility for coordinating and overseeing the programs, operations and activities of the Rockland County Water Advisory Council. The work also includes responsibility for developing and implementing special projects, community outreach and managing grants. The work is performed under the general direction of the Executive Committee of the Water Advisory Council and of a higher-level administrator in the Department of Health. Supervision is exercised over professional and support staff. Oversight is provided to consultants, contractors and grant-funded service providers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and oversees the day-to-day operations, functions and activities of the Water Advisory Council by planning and scheduling meetings and speakers, preparing and distributing agendas, facilitating the exchange of information among Council members and ensuring the effective administration of Council programs and initiatives;

Supervises assigned professional and support staff by assigning and reviewing work, establishing priorities, providing technical guidance, evaluating performance and recommending personnel actions;

Serves as the primary liaison to elected officials, municipalities, County departments, State and Federal agencies, community organizations and other stakeholders regarding Water Advisory Council programs, initiatives and water resource management activities;

Prepares reports and correspondence for the Council, conducts policy research and drafts legislation, as needed;

Leads the collaborative planning, development and implementation of all Water Advisory Council work programs, special projects and activities;

Oversees grant development and administration by identifying funding opportunities, preparing or supervising grant applications, managing grant-funded projects, monitoring budgets and compliance requirements and reviewing required reports;

Identifies and evaluates private and public funding opportunities (e.g., New York State Department of State, New York State Department of Environmental Conservation, United States Environmental Protection Agency, etc.) and oversees the preparation of grant related documentation and supporting materials;

Assists in developing, maintaining and updating water resources planning documents;

Reviews and summarizes information, proposals and plans related to water resource management, Hudson River protection, climate resiliency, drought management and conservation initiatives;

Researches water resource management plans, strategies and best practices developed by governmental agencies and other organizations;

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

Oversees the planning, development, implementation and evaluation of public outreach and educational programs related to water conservation and water resource management;

Prepares press releases and maintains the Council's website content, social media communications and other public-facing educational and informational materials prepared for the Water Advisory Council;

Conducts and supports public outreach activities, educational initiatives and informational materials designed to promote water conservation, watershed protection and related environmental initiatives;

Oversees the planning and coordination of public events, presentations and community engagement activities designed to increase awareness of water resource management and conservation initiatives;

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

(over)

Serves as the primary liaison to local elected officials, municipalities, County departments, New York State and Federal agencies and regional organizations regarding Water Advisory Council policies, programs and strategic initiatives, as assigned;
Performs special projects and assignments, as directed;
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;
May prepare Requests for Proposals for consultants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Rockland County's water resources**; good knowledge of the principles and practices of water resource planning, including watershed management and conservation strategies; good knowledge of environmental research methods, including data collection, analysis and interpretation; good knowledge of the principles and practices of grant research, grant administration and grant management; 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 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 prepare reports; ability to understand and interpret written information; ability to use computer software and applications related to project management, grant administration, public outreach and water resource management.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and five (5) years of paid technical, managerial or administrative work experience in environmental or conservation programs, municipal planning*** or grant writing*** as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
2. A Bachelor's degree in Hydrogeology, Environmental Studies, Environmental Science, Sustainability Science, Sustainability Management, Natural Resources, Public Administration, Public Policy, Biology or comparable degree and four (4) years of paid technical, managerial or administrative work experience as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
3. Master's degree in Hydrogeology, Environmental Studies, Environmental Science, Sustainability Science, Sustainability Management, Natural Resources, Public Administration, Public Policy, Biology or comparable degree and two (2) years of paid technical, managerial or administrative work experience as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
4. A Juris Doctor (JD) degree.

*This reflects a retitling of Coordinator, Water Resources Management Task Force.

**To be demonstrated during the probationary period.

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