

SPECIAL ASSISTANT TO THE WATER ADVISORY COUNCIL*

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and program coordination work involving responsibility for supporting outreach activities and assisting with the implementation of programs that advance water conservation efforts in Rockland County, in accordance with the Rockland County Water Conservation Plan. The work is performed under the general direction of the Coordinator, Water Advisory Council and Executive Committee of the Water Advisory Council. Does related work as required.

TYPICAL WORK ACTIVITIES:

Meets with administrators, government officials (as assigned), members of the business community (e.g., public utilities and corporations), as well as industrial, agricultural, landscaping, recreational organizations, schools, community organizations and governmental agencies to conduct outreach, improve awareness of water conservation goals and methods, encourage the reduction of water use in Rockland County and coordinate activities related to water conservation and develop partnerships; Coordinates assigned outreach and stakeholder activities to support implementation of short- and long-term water conservation goals in accordance with the Rockland County Water Conservation Plan; Conducts research to identify water conservation funding opportunities, compile necessary supporting data and draft grant proposals; Manages awarded grants by monitoring budgets, coordinating subcontracted services and preparing all required reports for funding agencies; Meets with Rockland County department heads and staff to exchange information and coordinate water conservation program activities, including those related to grant applications and grant-funded work, as assigned by the Coordinator and Executive Committee of the Water Advisory Council; Develops and produces public-facing graphics and outreach materials related to water conservation, including but not limited to social media content, press releases, newsletters and other communications for the Water Advisory Council; Reviews and evaluates water conservation programs by comparing program data to established goals and similar data from other counties and states and prepares reports on findings; Gathers and reviews current information on best practices for water conservation, develops recommendations regarding conservation strategies and prepares reports based on this research; Assists in serving as a liaison to elected officials, municipalities, community organizations and other stakeholders regarding water conservation initiatives, as assigned; Develops and conducts informational workshops and public presentations on water conservation for schools, businesses, community groups, industrial organizations, government departments and agencies; Coordinates community-based water conservation initiatives (e.g., distribution of incentives promoting water efficiency); Attends a variety of meetings, workshops and conferences, as assigned; May assist in the development of policies related to water conservation, as assigned by the Coordinator and Executive Committee of the Water Advisory Council; May assist in the development of special projects, as assigned by the Coordinator, Water Advisory Council and Executive Committee of the Water Advisory Council.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of best practices in water conservation**; good knowledge of Rockland County's water resources, local organizations, businesses, industrial sectors and government structure**;

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good knowledge of conservation planning and public outreach methods; good knowledge of the Rockland County Water Conservation Plan**; good knowledge of public relations, including the preparation of information materials; ability to coordinate diverse stakeholders to achieve shared goals and advance collaborative initiatives; ability to establish and maintain cooperative working relationships with others; ability to communicate effectively, both orally and in writing; ability to prepare reports; ability to understand and interpret written material; ability to use computer software and applications related to water conservation planning, program administration and public outreach; ability to manage grants and contracts.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and three (3) years of paid technical, managerial or administrative work experience that involved environmental, water conservation, or sustainability responsibilities 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 or higher in Hydrogeology, Environmental Studies, Environmental Science, Sustainability Science, Sustainability Management, Natural Resources, Public Administration, Public Policy, Biology or comparable degree and two years (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
3. A Bachelor's degree or higher and three (3) years of paid work experience in project or program management (e.g., defining project scope, identifying required resources, organizing project teams, establishing and monitoring project timelines, tracking project progress, managing budgets, administering grants and contracts and communicating project status to stakeholders) 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).

*This reflects a retitling of Special Assistant to the Rockland Task Force on Water Resources Management.

**To be demonstrated during the probationary period.