

DIRECTOR OF NATURAL RESOURCE PLANNING

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Planning, the incumbent of this position directs, supervises and manages all of the County's environmental natural resource and conservation planning activities. Responsibilities involve advising professional and technical planning staff in the implementation of County policy; the review of capital construction projects and other proposals relating to future projects and their impact on the natural resources of Westchester County, and the initiation of planning, research and public information efforts by the County and its municipalities. The incumbent of this position coordinates and directs the efforts of the County's Environmental Management Council (EMC), the County Soil and Water Conservation Board and the committee on Non-point source pollution. In this multifaceted role, the incumbent acts as liaison between the County and state and local officials, environmental organizations, consultants and other County departments and boards on matters pertaining to water quality issues. Extensive contact is established and maintained with professionals in a variety of fields, County and local officials, and citizen interest groups. Supervision is exercised over a small number of professional planning and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors and supervises the preparation of environmental impact statements and manages all environmental reviews for capital projects undertaken by the County to ensure compliance with the provisions of the New York State Environmental Quality Review (SEQR) and National Environmental Protection (NEPA) Acts; provides technical expertise and direction if problems in project implementation occur;

Develops grant proposals to continue and fund new efforts within the field of environmental, water quality and resource conservation by directing technical planning research to support funding of program initiatives;

Develops and recommends environmental policies relating to the design, development and implementation of capital projects, programs and other activities undertaken by County departments having potential for major impact on the environment and/or resource conservation (e.g., park development, land use development, major public works construction) for executive decision and legislative action;

Provides technical planning and policy direction to County departments, local municipalities and other governmental agencies regarding water resource protection, nonpoint source pollution control, watershed planning and management, wetlands, soil survey interpretation and site development reviews;

Directs the activities of the Environmental Management Council by developing and coordinating the work of the municipal conservation advisory council and boards, which present programs and issues of current interest at public sessions relating to the use of household chemicals and pesticides; protection of drinking water and the county's water bodies; environmental legislation; etc.;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates and directs the activities of the County Soil and Water Conservation Board which, through written cooperative agreements, provides natural resource planning assistance to municipalities and other governmental agencies regarding issues such as nonpoint source water pollution, wetlands protection, watershed planning, etc.;

Develops, gives leadership and participates in joint research and public information projects;

Increases public awareness of the need for environmental stewardship in Westchester County and the above agencies' efforts through publications, press releases, etc.;

Represents the County Executive and the Commissioner of Planning at meetings, public appearances, and speaking engagements as assigned;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles, practices and theories of environmental and biological science; thorough knowledge of inter-disciplinary science and the principles and techniques used in County, municipal and regional planning; familiarity with management issues and objectives in the construction industry; ability to observe natural physical features and processes; ability to synthesize the data of various scientific disciplines in the interpretation of ecological systems; ability to represent graphically and in writing interpretations of scientific data which emphasize the factors significant in the formulation of policy; perspective of technical activities in the broader context of the political and management responsibilities of County government; ability to recognize the basic intent contained in legal contract agreements and public statutes; ability to recognize the logistical and operational problems of major construction projects; ability to plan, supervise and coordinate the work of professional and technical staff; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to meet, speak and deal effectively with public officials and citizens groups; ability to prepare exhibits; ability to communicate, both orally and in writing; initiative; creativity; good judgment; reliability; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and either: (a) a Bachelor's Degree* in Geology, Geography, Biology, Ecology, Environmental Design and Planning, Regional or Urban Planning, Landscape Architecture and six years of experience where the primary function of the position was Environmental or Natural Resource Planning or directly related experience in Urban or Regional Planning, three years of which must have been in a supervisory capacity; or (b) a Bachelor's Degree* and seven years of experience as defined in (a), three years of which must have been in a supervisory capacity; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: A five year Bachelor's Degree* in Landscape Architecture may be substituted for one year of experience. Satisfactory completion of 30 credits* towards a Master's Degree* in one of the aforementioned fields may be substituted on a year for year basis for up to two years of the aforementioned experience. All candidates must possess the supervisory experience.

NOTE: Unless otherwise indicated, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.