

DIRECTOR OF OPERATIONS (ENVIRONMENTAL PROJECTS - PRC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for organizing, directing, coordinating and supervising activities relating to environmental issues in the Department of Parks, Recreation and Conservation. Additionally, the work involves advising professional and technical staff in the implementation of County environmental policy. Responsibilities include managing and coordinating capital projects as well as managing all environmental/regulatory programs within the department such as pesticide use reduction, assessing and reviewing the environmental impact of capital construction projects, and environmental remediation. An incumbent maintains extensive contacts with Federal, State and local agencies to ensure compliance with regulatory mandates, and additionally develops and maintains contacts with media representatives and community groups. Supervision may be a function of the position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages and coordinates capital projects and all environmental/regulatory programs within the Department of Parks, Recreation and Conservation;

Oversees the implementation of the Westchester County Pesticide Use Reduction Act;

Manages and coordinates the monitoring of department facilities that have non-community water supplies to assure water quality;

Oversees regulatory issues concerning pool construction and maintenance;

Ensures effective remediation of contaminated materials;

Coordinates departmental involvement in State Environmental Quality Review Act (SEQRA) activities and approvals;

Conducts reviews and assessments of environmental impact of capital construction projects;

Oversees activities and programs related to studying and, if appropriate, encouraging the redevelopment and remediation of "Brownfields" - abandoned, idled or underutilized industrial or commercial facilities where there may be environmental dangers;

Coordinates contracts for capital and grant implementation projects, monitors progress, and prepares and presents required reports;

Researches, prepares applications and applies for grants for environmental amelioration;

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

Reviews daily operational reports to monitor compliance with laws, regulations, procedures and codes;

EXAMPLES OF WORK: (Cont'd.)

Prepares and submits budget requests for program;

Represents the department head at meetings, public appearances and speaking engagements as assigned;

Provides policy advice to county officials, local municipalities and others relating to planning for sound environmental decision-making in areas of departmental concern;

Maintains contact with County Departments, such as Planning, Public Works, Transportation, etc., to coordinate planning on projects which may impact natural resources and the environment;

Develops, supervises and participates in research projects on environmental issues relating to department mission.

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of range of environmental issues related to County park, recreation and conservation areas; good knowledge of the requirements of the State Environmental Quality Review Act (SEQRA); good knowledge of capital project procedures; good knowledge of construction management principles and practices; thorough knowledge of the public participation program requirements of the Federal Environmental Protection Agency; good knowledge of Federal, State and local statutory and regulatory provisions regarding preservation and remediation of the environment; good knowledge of departmental objectives, policies operations and organization; good knowledge of the theory and practices of establishing and maintaining effective community relations; ability to organize material and to prepare proposals and grants; ability to gather, compile and evaluate data and information; ability to identify critical program areas and formulate and implement realistic solutions; ability to establish and maintain effective working relationships with individuals having divergent views; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively, both orally and in writing; good judgment; tact; resourcefulness; imagination; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree* and either (a) six years of environmental experience with responsibility for each of the following: program development, operation, and evaluation and control; or (b) a Masters Degree* in Business or Public Administration and 4 years of experience as stated in (a); or (c) a Law Degree and three years experience preparing legal documents regarding environmental issues.

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

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York. If qualifying on the basis of a Law Degree, must be admitted to the NYS Bar.

West. Co.
J.C.: Competitive
RRRF
1

Job Class Code: E0797
Job Group: XV