

PROGRAM COORDINATOR (ENVIRONMENTAL PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent plans, coordinates and directs the technical planning, research and evaluative studies promoting the orderly growth and development of wastewater treatment and collection systems and water distribution systems to maintain and improve the quality of the physical environment in Westchester County a responsibility of the Department of Environmental Facilities. The incumbent may be responsible for forecasting, developing long range plans for service delivery, for formulating organizational goals and objectives consistent with strategic plans, and for developing strategic alternatives to respond to changes in the operating environment. An incumbent must be aware of financial and reimbursement trends, of changing requirements in wastewater treatment and discharge, and environmental considerations to plan for changing conditions. This class has extensive contact with municipal and governmental officials. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts in-depth analysis of the department's operations, and its programs and submits reports and recommendations;

Develops long range planning strategies regarding the orderly growth and development of wastewater treatment, collection systems and water distribution systems;

Researches and formulates recommendations concerning future relations with other County, state and federal agencies and municipalities;

Reviews federal, state and local legislation regarding wastewater and water treatment to determine present and future impact on operations and development;

Evaluates departmental objectives and planned and existing programs comparing them with laws, permits, operating regulations, etc., and makes recommendations;

Develops strategic long range plans consistent with departmental mission and planning objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in County, municipal and regional planning; thorough knowledge of the practices and techniques used in the formulation and conduct of planning and research studies; thorough knowledge of effective practices and methods used in strategic planning and the development of goals and objectives; ability to analyze programs and evaluate effectiveness; ability to work effectively with public officials; ability to communicate effectively, both orally and in writing; tact; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* in planning and five years of experience in research and planning activities, three years of which must have been in an administrative or supervisory capacity.

*SPECIAL NOTE: Education beyond the secondary level 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.