

PROGRAM COORDINATOR (ENVIRONMENTAL SECURITY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for coordinating environmental security measures for the Department of Public safety and in coordination with procedures established by the Departments of Emergency Services, Health and Transportation. Responsibilities involve frequent and substantive contact with local, state and federal agencies to ensure the coordination and integration of resources for the most effective, collaborative emergency response and ensuing consequence management in the event of an accident or deliberate terrorist attack on the environment. Supervision may be exercised over a small clerical/administrative support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and maintains comprehensive emergency plans relating to environmental security and protection (air, water, biological and chemical), ensuring that plans are effectively integrated with existing emergency response/consequence management plans;

Maintains frequent contact with federal, state, and local officials on issues concerning public health, civil defense, and transportation and emergency services to effectively coordinate efforts in an emergency;

Maintains contact with officials and/or regional representatives of the federal Environmental Protection Agency, Federal Bureau of Investigation and the Office of Homeland Security;

Analyzes and reviews existing environmental security plans and recommends methods of incorporating counter-terrorism measures;

Ensures that emergency response plans identifying and classifying any new and/or unique hazards are maintained and updated to ensure the accurate integration of plans with other agencies at local, state and federal levels;

Works with county, municipal, state and federal agencies to develop and implement environmental security procedures to ensure a coordinated response;

Participates in developing evacuation plans;

Participates in the performance of criminal investigations relating to breaches of environmental security;

Maintains an up-to-date emergency personnel contact listing in cases of environmental security breaches;

Participates in establishing and maintaining timely public notification measures and warning systems in cases of emergency;

Conducts site reviews to ensure that security measures are in compliance with established policies and procedures, as well as to ensure the consistency of emergency response between facilities in the event of an accident or terrorist attack;

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

Participates in the planning and coordination of mutual aid response groups to ensure optimal use of all available resources;

Prepares grant applications for federal and state funding for the development of comprehensive disaster preparedness and assistance plans,

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 federal laws, rules, regulations and administrative codes as they apply to specific environmental compliance and enforcement programs; good knowledge of local agencies providing emergency services; good knowledge of water quality issues; good knowledge of solid waste issues and the County's Solid Waste Management Plan; good knowledge of water quality issues and the Clean Water Act; good knowledge of departmental objectives, policies operations and organization; good knowledge of the theory and practices of establishing and maintaining effective community relations; knowledge of environmental investigation and inspection techniques and procedures; ability to organize and direct personnel responding to emergency situations; ability to communicate effectively both orally and in writing; ability to effectively communicate, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; thoroughness; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) a Bachelor's Degree* and five years of experience where the primary function of the position was in the performance of environmental investigations, three years of which must have been in a supervisory capacity; or (b) a Bachelor's Degree* in Environmental Science, Environmental Planning, Civil Engineering or Emergency Management and four years of experience as described in (a), three years of which must have been in a supervisory capacity; or (c) nine years of experience as described in (a), three years of which must have been in a supervisory capacity; or (d) a satisfactory equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

*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.

West. Co.
J.C.: Competitive
DRC3

Job Class Code: C3102
Job Group: XIII

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