

ENVIRONMENTAL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the municipal Engineer or Administrator, the incumbent of this position is responsible for assisting the municipality in coordinating the review and/or response to development proposals, the development of municipal environmental protection and preservation programs, and the identification and preservation of environmentally sensitive sites. Responsibilities include providing information and staff support to municipal conservation agencies, coordinating review procedures for planning, zoning and State Environmental Quality Review Act regulations. The incumbent may participate in hearings, conferences and meetings, public speaking, grant writing and contract negotiations. This position requires tact and discretion in dealing with the public and other governmental agencies. Supervision may be exercised over seasonal or clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the environmental review procedures for planning and zoning subject to the State Environmental Quality Review Act (SEQRA) to assure timely procedural compliance with SEQRA procedures;

Reviews applications, gathers comments from various Boards and Commissions (i.e., Coastal Zone Management Commission, Environmental Review Board, Open Space Committee, Tree Preservation Commission, etc.), and carries out field inspections in connection with applications;

Provides staff and advisory support to municipal conservation advisory councils;

Collects and disseminates environmental information to the public, organizations and agencies;

Coordinates maintenance work for nature trails and conservation areas with appropriate municipal department(s);

Edits annual report for municipal conservation advisory councils;

Acts as liaison with representatives of local, state and federal agencies whose programs have an impact on development with regard to environment;

Reviews federal and state laws;

Develops local environmental ordinances;

Supervises and maintains office documentation, files, reports, records and land use maps for municipal advisory councils;

Collects and assembles data and information for projects and reports on environmental findings and recommendations;

Coordinates environmental and planning studies and, where applicable, applies for environmental grants;

Performs field inspections to identify environmentally sensitive sites, for compliance with environmental regulations and/or to ensure compliance with development approvals;

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

Assists the Engineering Department with the collection of field data for road paving, utility repairs, and other infrastructure programs;

May work on developing a municipal trail system and updates nature trail guidebook;

May issue tree removal and planting permits, and collect fees for same;

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: Good knowledge of environmental concepts and research methods; good knowledge of the State Environmental Quality Review Act and its rules and regulations; ability to write reports; ability to work with others and communicate technical concepts and ideas to non-technical personnel and the public; ability to carry out staff or administrative assignments; ability to express oneself orally and in writing, ability to establish and maintain working relationships with a wide variety of people; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness, tact, good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two (2) years of work experience in the review and development of environmental protection projects (water, soil, wildlife management, ecology, etc.) and/or environmental research.

SUBSTITUTION: A Bachelor's Degree* in an Environmental or Natural Science or a closely related field may be substituted for one (1) year of the work experience described above. A Master's Degree* in an Environmental or Natural Science or a closely related field may be substituted for two (2) years of the work experience described above.

NOTE: Unless otherwise noted, 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.