

EXECUTIVE DIRECTOR OF ENVIRONMENTAL SERVICES
(Town of Pound Ridge)

GENERAL STATEMENT OF DUTIES: Directs the town-wide integration of environmental conservation, protection and preservation efforts, and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible and independent management position serving under the direction of the Town Board. This is the key town official on all environmental issues. This class requires extensive knowledge of environmental issues, programs, laws, regulations and legislation with particular emphasis on land use, storm water management issues and projects or actions affecting the New York City watershed. An incumbent must possess sound judgment, leadership and a calm demeanor to work with diverse and often competing interests to achieve common or necessary objectives. This class may supervise a small number of professional, technical and support personnel as well as larger groups on a project or volunteer basis.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates activities of the town's various environmental conservation, protection and preservation boards, committees and programs, e.g., Wetlands Control Commission, Conservation Board, Conservation and Safety Committee, etc;

Reviews matters and provides assistance to Town Board, Planning Board, and Zoning Board of Appeals as they consider issues with environmental implications to ensure a coordinated response on the part of Town officials;

Acts as town's Storm Water Management Officer by coordinating the town's response to MS4 requirements (New York State regulations regarding storm water runoff), and reviewing town ordinances to ensure compliance with same;

Provides technical expertise and training to Town Board members and other Town personnel regarding environmental issues and laws and assists in the development of local ordinances;

Provides technical assistance in the preparation of State Environmental Quality Review (SEQR) documents/resolutions;

Reviews all environmental permit applications to ensure use is in compliance with established ordinances and regulations;

Provides information and assistance to town residents individually or to ad hoc town groups with interests in natural resources, local environmental initiatives, and best practices in environmental management;

Conducts reviews of proposed construction/development plans and other local projects for potential for environmental impact;

Tracks legislative changes for impact on environmental issues with the potential for financial liability for the town;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Participates in hearings, conferences and meetings as required;

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; good knowledge of storm water ordinances; good knowledge of municipal Wetlands, Steep Slope and Tree preservations codes and regulations; good knowledge of municipal codes, regulations and ordinances relative to watercourse, erosion and sedimentation; ability to write reports; ability to work with others and communicate technical concepts and ideas to non-technical personnel and the public; ability to express oneself orally and in writing; ability to establish and maintain effective working relationships with a wide variety of people; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness, tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree in Planning, Environmental Science, Engineering, Biology, Botany, Ecology, Geology, Plant and Soil Science or a closely related field and six (6) years of experience in environmental planning, natural resource planning, environmental management or a closely related field, which must have involved regulatory compliance and two (2) years of which were at the administrative or supervisory level.

SUBSTITUTION: Successful completion of a Master's Degree in one of the above stated fields may substitute at the rate of 30 credits per year for up to one (1) year of the required experience.