

TITLE:Environmental Analyst I – Long Island Sound Habitat Restoration Coordinator

EMPLOYER:New England Interstate Water Pollution Control Commission, 116 John Street, Lowell, MA01852-1124.

LOCATION: New York State Department of Environmental Conservation (NYS DEC), Bureau of Marine Resources, 205 N. Belle Meade Road, East Setauket, NY.

SALARY:Grade and Step dependent upon level of experience and qualifications.

ADDITIONAL INFORMATION: Benefits provided but not included in salary range: vacation, personal and sick leave, health, dental, disability and life insurance, and a retirement plan. This position requires the incumbent to work five days a week, 7½ hours per day, except for approved compensatory time

BACKGROUND INFORMATION: The New England Interstate Water Pollution Control Commission serves as a forum for interstate communication and coordination on water related pollution control efforts among all the New EnglandStates and New YorkState.

SUPERVISORY CONTROLS: Incumbent operates with some independence of action and delegation of professional decisions within his or her area of activity. Job performance is evaluated byDawn McReynolds, NYSDEC in consultation with Susannah King, NEIWPC.

JOB SUMMARY:Conduct activities associated with Long Island Sound Study funding including: preparing, assisting municipalities, and evaluating project applications for habitat restoration, assessment, monitoring and research funding. Develop partnerships to restore Long Island Sound habitats. Work with regional staff to help partners prepare project workplans that are compatible with state regulations. Coordinate DEC activities associated with the Long Island Sound Study Habitat Restoration work group. Manage databases and use GIS information for program purposes.

DUTIES AND RESPONSIBILITIES:Specific duties include:

- Prepare draft chapters of the Long Island Sound Habitat Restoration Guidance Manual and coordinate their review.
- Co-chair the Long Island Sound Study Habitat Restoration work groupwith CTDEEP, prepare agendas and plan meetings.
- Use GIS tools to help with analyses of environmental information and to convey information in reports and presentations.
- Track state land acquisitions within the defined project area.
- Prepare materials and maintain communications with federal, state and municipal agencies to inform, direct, and coordinate habitat restoration planning and implementation.
- Assist municipalities and non-for-profits to form partnerships, secure funding, and plan and implement habitat restoration projects.
- Organize workshops on habitat restoration issues (e.g., wetland loss).
- Participate in the Long Island Sound Stewardship Initiative and attend stewardship workgroup meetings.
- Assist as requested with additional GIS or map making needs. Projects may include property acquisition mapping, restoration site mapping and major environmental impact project maps, updating existing mapping projects.

- Assist the LIS Cable Fund Steering Committee, particularly on issues related to benthic mapping and other GIS technical issues.
- Prepare and implement state contracts and MOUs to undertake habitat assessments and habitat restoration projects.
- Implement habitat restoration projects.
- Investigate and assemble information needed to develop habitat restoration policies.
- Perform environmental analysis of proposed habitat restoration projects.
- Prepare drafts of memoranda, letters, MOUs, meeting minutes and workplans associated with LISS Habitat Restoration Committee.
- Assist with development of issues papers and briefing materials for marine program staff.
- Implement steps needed to develop and update computer databases used to track habitat restoration progress in New York's portion of Long Island Sound.
- Enter data and ensure that data are accurate and up to date.
- Work with CT DEEP to ensure consistency and accuracy in reporting to the Long Island Sound Study office.
- Maintain complete and accurate files.
- Attend training to enhance job skills as appropriate.
- Stay informed of current NEIWPC and NYS Department of Environmental Conservation and Division of Fish, Wildlife and Marine Resources policies and standard operating procedures, including but not limited to those related to Health and Safety.
- Maintain effective working relationship with NEIWPC and DEC DFWMR, including quarterly, monthly and weekly reports as specified.
- Stay informed of current Section activities and priorities; contribute to tasks assigned to overall Section.
- Handle special projects as requested.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of the NYS DEC's programs, organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively with state and federal contacts at both staff and top management levels, and with staff of varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, conclusive and timely manner is required.

RECOMMENDED QUALIFICATIONS:

Education

A Bachelor's or higher level degree in the natural sciences (biology, chemistry, ecology, environmental science, etc). Course work and/or demonstrated proficiency in marine ecology, fisheries management, aquatic and terrestrial biology, and GIS analysis strongly preferred.

Experience

Applicants must have at least (A) three years of full-time, or equivalent part time, technical or professional experience, of which (B) at least one year must have been in a professional capacity or, (C) any equivalent combination of the required experience and the following substitutions:

- A Graduate degree from a recognized school with a major in one of the fields listed above may be substituted for the required experience.

Special Knowledge and Skills

Excellent communication skills, both verbal and written.
Excellent organizational skills.
Ability to work both independently and as part of a team.
Excellent computer skills.
Ability to follow oral and written instructions.
Ability to maintain accurate records.
Ability to use and master ArcGIS.