TITLE: Environmental Analyst I – Program Coordinator, Peconic Estuary Program

EMPLOYER: New England Interstate Water Pollution Control Commission (NEIWPCC), 650 Suffolk Street, Suite 410, Lowell, MA 01854.

LOCATION: Suffolk County Department of Health Services (SCDHS), Division of Environmental Quality, Office of Ecology, 360 Yaphank Avenue, Suite 2B, Yaphank, NY 11980.

SALARY: Grade and Step dependent on 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 England States and New York State. The Peconic Estuary Program (PEP) is responsible for managing projects designed to protect and restore the Peconic Estuary System, being designated by the U.S. Environmental Protection Agency (EPA) as an “Estuary of National Significance.” PEP staff work with partners to coordinate numerous water quality and habitat management efforts.

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 by Alison Branco, Peconic Estuary Program Director, SCDHS, in consultation with Emily Bird, NEIWPCC.

JOB SUMMARY: Conduct activities associated with the Peconic Estuary Program (PEP) including work with state and county staff to: prepare annual workplans and grant applications, meet reporting requirements, manage contracts, administer grant funds, and provide technical and administrative support to PEP workgroups and committees. Develop partnerships to facilitate ecosystem based management of the Peconic Estuary. Manage databases and use GIS for program purposes.

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

Specific Duties Include Assisting the Program Director (SCDHS) and State Coordinator (New York State Department of Environmental Conservation) to:
- Prepare Annual National Estuary Program (NEP) workplans and grant applications
- Seek out and respond to other funding opportunities
- Meet all NEP and PEP reporting requirements
- Represent the PEP at regional and local meetings, conferences, and outreach events
- Track contracts, payments, and grant draw-down in conjunction with NEIWPCC Lowell staff
- Manage projects and interface with contractors’ financial and technical staff
- Research and identify potential applicants and participate in Request for Proposals processes
• Prepare materials and maintain communications with federal, state, and municipal agencies to inform, direct, and coordinate PEP Comprehensive Conservation and Management Plan implementation
• Assist municipalities and not-for-profits to form partnerships, secure funding, and plan and implement water quality improvement and habitat restoration projects
• Prepare drafts of memoranda, letters, meeting minutes and workplans to support PEP committees and workgroups
• Stay informed of current Suffolk County, NEIWPCC, and EPA policies and standard operating procedures
• Maintain effective working relationship with NEIWPCC, New York State Department of Environmental Conservation, EPA, and Suffolk County staff
• Submit quarterly, monthly, and weekly reports as specified
• Attend training to enhance job skills as appropriate

RECOMMENDED QUALIFICATIONS:

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

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

Substitutions:
I. An Associate’s degree with a major in any of the fields listed, plus three years of professional experience may be substituted.
II. A Bachelor’s degree with a major in any of the fields listed above may be substituted for a maximum of two years of the required (A) experience.
II. 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
Required:
Excellent communication skills, both verbal and written
Excellent organizational skills
Ability to work both independently and as part of a team
Ability to work with variety of stakeholders (federal, state, local, non-governmental, and the public)
Ability to manage and prioritize multiple tasks
Excellent computer skills
Proficiency with Microsoft Word, Excel, and PowerPoint and Adobe Acrobat
Ability to follow oral and written instructions
Ability to maintain accurate records
Recommended:
Knowledge of ArcGIS
Knowledge of Microsoft Access
Knowledge of budget development and tracking
Knowledge of grant writing and management

Requirements
Attendance in the Lowell office for a one day orientation during the first two weeks of employment and at the annual All Staff Meeting is mandatory. Travel required in position; must have valid driver’s license and own mode of transportation.