TITLE: Information Officer I (Hudson River Estuary Program – Grants and special projects)

EMPLOYER: New England Interstate Water Pollution Control Commission, 650 Suffolk Street – Suite 410, Lowell, Mass. 01854

LOCATION: NYS DEC, 625 Broadway, Albany, NY 12233.

SALARY: Grade & 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, retirement plan. This position requires the incumbent to work 5 days a week, 7 ½ 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 New England States and New York State.

The Hudson River Estuary Management Program was established, pursuant to Section 11-0306 of New York State’s Environmental Conservation Law. The program was undertaken to protect and improve the natural and human resources of the Hudson River Basin. Partners in the program include the NYS DEC Division of Water, NEIWPCC and other federal, state and local agencies. Projects may include, but not be limited to, nonpoint source pollution, wetlands protection, toxics pollutants, stormwater and combined sewer overflows, pollution prevention and overall watershed and resource protection.

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 Becky Thomas and Mike Jennings, NEIWPCC.

JOB SUMMARY: Assists with the effective management of estuary grants program including all aspects of the process from the request for applications, application review, fiscal/contract procedures, project implementation and inspection, and payment processing. The grants program is an important component of Hudson River Estuary Program and is key to the implementation of selected goals and targets of the Hudson River Estuary Action Agenda, including, but not limited to, enhancement of water quality management and planning, habitat restoration, development of interpretive centers and programs, acquisition of open space, and creation of public access. In addition, this individual assists with other estuary program project needs, including: development and posting of written materials to the web; development of written and graphic information that will lead to improved implementation of Estuary Action Agenda objectives; and input of fiscal/contractual information into automated tracking systems.
DUTIES AND RESPONSIBILITIES:

Administrative duties include providing timely, efficient administrative assistance as follows:

- Prepare Estuary Program grants application and instruction booklet for each grant round.
- Attend public workshops and meetings to publicize the grants if available.
- Coordinate press releases and mandatory state grant announcements.
- Receive, create data file, and file grant applications.
- Review applications for eligibility.
- Prepare reviewer instructions and coordinate review process.
- Compile scoring and prepare final recommendations for executive review.
- Prepare award letter for executive approval and Commissioner’s signature.
- Prepare contractual documents and distribute to award recipients.
- Review returned contract documents for accuracy, assist grantees with corrections, submit contracts for approval and execution.
- Create and maintain tracking systems for fiscal management and grant completion.
- Process all grant payment requests.
- Prepare and process contractual amendments as needed.
- Assist applicants and grantees with all aspects of the process necessary to insure complete grant applications, timely submission of contract documents, and payment of invoices.
- Prepare grant payment projections for Estuary Program budgets and cash plans.
- Maintain communication with Estuary Program Director and staff.
- Maintain communication with NYS DEC Contract and Legal departments.
- Assist Information Officer (Communications) with coding Estuary Program web content.
- As time permits, assist the Estuary Program and DEC waterway access staff with development of projects, plans and programs to meet the Access for Everyone objective of the new Action Agenda
- Travel to administrative meetings in New Paltz and other locations, as necessary. Such travel and other appropriate expenses will be compensated for at the approved state rates in instances where the individual uses their own vehicle.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the NYS DEC’s Estuary Program’s organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively with state contacts at top management levels, and with varied professional backgrounds and to communicate clearly and easily with the public. The ability to organize workload, and perform tasks in an accurate, conclusive and timely manner is required.

RECOMMENDED QUALIFICATIONS:

Education
A bachelor’s degree in accounting, business administration or business management, environmental studies, English language arts or related fields 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 substitutes:

Substitutions:
   I. An Associate’s degree with a major in any of the fields listed above may be substituted for a maximum of one year of the required (A) experience.
   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.
   III. 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
Demonstrated organizational/administrative skills, data or spreadsheet management, computer data entry, report writing, project tracking and filing, inter-personal communication.
   - Attention to detail.
   - Ability to work both independently and as part of a team.
   - Ability to establish and maintain effective working relationships with diverse groups.
   - Must communicate very effectively, both verbally and in writing.
   - Effective leadership and business management skills.
   - Excellent organizational skills
   - Problem-solving skills.

Helpful but not required:
   - Understanding of federal and state grants and contract procedures and requirements.
   - Working knowledge of natural resources management.
   - General knowledge of planning principles and implementation techniques related to water quality protection.

Requirements
   - A valid driver’s license and access to own transportation required.
   - 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.