

TITLE: Environmental Analyst III – NYSDEC (Lake Champlain Basin Coordinator)

EMPLOYER: NEIWPC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

LOCATION: NYSDEC, 1115 NY-86, Ray Brook, New York 12977

SALARY: Grade & step dependent on level of experience & qualifications.

ADDITIONAL INFORMATION: Full-time benefits provided, but not included in salary range: vacation, personal and sick leave, health, life, disability, dental insurance, and retirement plan. This position requires the incumbent to work five days a week, 7.5 hours per day, except for approved compensatory time.

BACKGROUND INFORMATION: NEIWPC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise.

NEIWPC serves as financial administrator and program advisor to the Lake Champlain Basin Program (LCBP), a program partner of NEIWPC. As such, NEIWPC employs the program staff, including the Program Director, and maintains the program office in Grand Isle, Vermont. In addition, NEIWPC staffs two LCBP-related positions in the New York State Department of Environmental Conservation (NYSDEC) Region 5 Office, who work closely with LCBP program staff.

The LCBP coordinates and funds activities that protect and improve the natural and human resources of the Lake Champlain Basin. Partners in the program include the States of Vermont and New York, the Province of Quebec, NEIWPC, the U.S. EPA, the U.S. National Park Service, and the International Great Lakes Fishery Commission. LCBP also collaborates with several other agencies and organizations at the federal, state, and local levels, including private firms and academic institutions.

JOB SUMMARY: The Environmental Analyst (NYSDEC Lake Champlain Basin Coordinator) is one member of a team that works to coordinate, evaluate and oversee program activities throughout the Lake Champlain Basin. The team includes: the LCBP Program Director, Lake Champlain Basin Coordinators from Vermont and Quebec, LCBP Technical Coordinator, Aquatic Nuisance Species Coordinator, Technical Assistants, Education/Outreach Coordinator, Communications Coordinator, Cultural Heritage and Recreational Resources Coordinator, Graphic Design Specialist, and additional program support staff.

The New York Lake Champlain Basin Coordinator will support the NYSDEC Region 5 Director, Water Program Manager, Natural Resources Supervisor, and other regional and central office staff with implementing the Lake Champlain Basin Program (LCBP). Prepare updates, briefings, and other materials as needed. Attend LCBP Executive Committee and Steering Committee meetings and provide logistical support to the Regional Director as directed.

DUTIES AND RESPONSIBILITIES:

- **Program Coordination.** Provide ongoing coordination and collaboration with all NYSDEC program areas, including Water, Fisheries, Wildlife, Lands & Forests, and Operations to achieve the goals of the LCBP detailed in the Opportunities for Action.

Coordinate collection and compilation of materials and data from all NYSDEC program areas, as well as partner organizations, throughout the New York portion of the basin.

Coordinate the review of the feasibility study for a physical separation barrier on the Champlain Canal to prevent spread of aquatic invasive species between the Lake Champlain and Hudson River Basins.

Stays up-to-date on policies, programs, and regulations being developed in Vermont intended to facilitate implementation of the 2016 Vermont TMDL. Prepares briefing materials for NYSDEC staff and coordinates New York's participation in discussions concerning the interaction of the Vermont and New York TMDLs.

Coordinate with NYSDEC staff to provide education and outreach to local partners and municipalities on the New York TMDL and the requirements and expectations of phosphorus management for the various contributing land sectors within each of the lake segments. Seek opportunities for phosphorus reduction initiatives and assist partners and municipalities with the logistics of implementation.

Coordinate with NYSDEC staff and other Basin partners in implementing phosphorus reduction strategies for the New York portion of the basin, including the development of a TMDL Watershed Implementation Plan for reducing phosphorus. Implementation includes high priority nonpoint source pollution reduction projects.

Coordinate with and assist NYSDEC staff involved with wastewater treatment facility optimization projects.

Coordinate with NYSDEC staff to oversee the New York activities associated with the joint NY-VT Lake Champlain Long-Term Water Quality and Biological Monitoring Program. Provide assistance to Vermont DEC and LCBP on plan updates, annual project accomplishment reports and presentations, provide QA/QC oversight, oversee coordination between NYSDEC and SUNY Plattsburgh, provide data as needed (including the basin program wastewater phosphorus database), update sample collection and boat use SOPs, and provide public outreach on the Long Term Monitoring Project

- **Workgroups.** Actively engage with the Lake Champlain Basin Program Technical Advisory Committee (TAC). The TAC reviews technical issues and advises the Steering and Executive Committees on technical priorities for annual budget consideration. May also include participation in the development of technical proposals for funding.

Participate or coordinate with NYSDEC representatives on TAC subcommittees and workgroups. Includes participation and coordination on:

- Aquatic Invasive Species Spread Prevention Workgroup
- Rapid Response Task Force

- Water Chestnut Workgroup
- Toxics Workgroup
- Phosphorus Reduction Workgroup
- Grant Review sub-committees

Coordinate with the LCBP Education and Outreach Advisory Committee and relay information on emerging educational and outreach opportunities and issues among the LCBP and key constituent groups throughout the New York portion of the basin. Participate on Education and Outreach local grants review committees.

Coordinate with the Heritage Area Partnership Advisory Committee and the implementation of the Champlain Valley National Heritage Partnership Management Plan, providing support as needed, including assistance to New York representatives on the committee.

Support activities of the New York Citizens Advisory Committee (NYCAC). Support the NYCAC in informing and involving the public on issues concerning the lake and the basin including interest groups and local and state government. Coordinate with the CAC on updates to its Strategic Plan and annual priorities summaries, including public distribution.

- **Work plans, budgets, contracts, and grants.** Participate in various capacities in the LCBP local implementation grants programs. May include assisting local officials or other entities with information needed for applying for LCBP grant opportunities and participating on review and scoring committees for various grant programs.
- **Programmatic topics.** Coordinate with New York representatives on inter-basin efforts on aquatic invasive spread prevention. Participate with Adirondack Park partners in supporting boat launch steward programs and monitoring for aquatic invasive species. Participate in development of expanded boat inspection and decontamination program efforts. Coordinate aquatic invasive species spread prevention training for NYSDEC campground staff.

Provide support for NYSDEC staff tasked with water chestnut harvesting efforts in South Lake Champlain and collaborate with partners across the Basin with Harmful Algal Bloom (HAB) monitoring, including providing assistance for NYSDEC staff managing HABs.

- **Quality management.** Work with the NEIWPC Quality Assurance Program Manager on formulation and review of Quality Assurance Project Plans as needed.
- **Outreach and Community Support.** Coordinate with and assist applicable NYSDEC staff and local partners and municipalities to develop potential projects eligible for the WRDA Section 542 Program, including assisting local officials in applying for the program.

Assist local partners with information needed for NYSDEC pollutant reduction programs and funding opportunities such as the Water Quality Improvement Project Program and the Harmful Algal Bloom Action Plans for Lake Champlain and Lake George. Review and score applications, review workplans, conduct field visits, review project reports and payment requests, as appropriate.

Coordinate with local watershed groups throughout the New York portion of the Basin, including some potential participation in meetings of these groups. Provide information

needed by these groups to implement pollution prevention/reduction goals and objectives of the basin program, including grant reviews and project implementation activities.

- **Management:** Supervises the LCBP Agronomy Conservation Specialist (Environmental Analyst II) working in the NYSDEC Region 5 office, providing input and oversight on staff projects and work products, coordinating staff activities, and evaluating job performance.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NEIWPC, NYSDEC, and LCBP 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 upper management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, concise, and timely manner is essential to success in this position.

SUPERVISORY CONTROLS: Incumbent operates with substantial independence of action and delegation of professional decisions within their area of activity. Incumbent operates under the supervision of the NYSDEC Region 5 Director, or their designee, who provides instruction on work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements. Independently performs tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by the NYSDEC Region 5 Director, or their designee, in consultation with NEIWPC Headquarters staff.

The incumbent will rely on their ability, expertise, and commitment to excellence to succeed in this position. They also will uphold NEIWPC's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-10 professional personnel: and indirect supervision (i.e., through an intermediate level supervisor) over 6-30 professional and/or technical personnel.

RECOMMENDED QUALIFICATIONS:

Education:

The position requires a minimum of a master's degree in environmental sciences or a related field, with a broad knowledge of the technical aspects and policy components needed for holistic watershed management.

Experience: Applicants must have at least (A) six years of full-time, or equivalent part time, technical or professional experience in the above-mentioned fields, including public participation, of which (B) at least five years must have been in a professional capacity and of which (C) at least three years must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the following substitutions.

Substitutions

- I. An associate's degree with a major in a field referenced above or a related field may be substituted for a maximum of one year of the required (A) experience.*
- II. A bachelor's degree with a major in a field referenced above or a related field may be substituted for a maximum of one year of the required (A) experience.*
- III. A graduate degree with a major in a field referenced above or a related field may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of proportion of the requirements actually completed.

Personal Characteristics

- Think and act in a broad collaborative style. Be invested in the integrity and beneficial impact of NEIWPC, NYSDEC, and the LCBP
- Comfortable in group settings and welcomes collaboration
- Naturally prone to action with a focus toward continuous improvement
- Diplomatic and welcoming in their approach to others
- Able to manage change and articulate the need for that change
- Comfortable working in a collaborative environment and oriented toward task completion; able to bring perspectives and ideas to the table while remaining open to perspectives and ideas from others
- Inclusive and interested in helping others
- Capable of fostering, and deserving of, trust
- Accept responsibility and is accountable for results
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence

Special Knowledge and Skills

- The ability to direct and manage the technical aspects of the program and to communicate technical findings to scientists, resource managers, LCBP Committees, partners and the public
- Technical understanding of a broad range of issues related to watershed management, including water quality monitoring and assessment
- Knowledge of data and statistical analysis techniques
- Translate technical and scientific information for a lay audience
- Knowledge of non-point source pollution, monitoring, habitat assessment, and stormwater management
- Knowledge of planning principles and implementation techniques related to water quality protection
- Computer literacy, particularly spreadsheets, word processing and project management.
- Knowledge of biological, chemical, and physical water quality indicators
- The ability to facilitate consensus decisions among scientists and resource managers on complex environmental issues
- Demonstrated ability to develop successful competitive grant applications and manage multi-entity technical projects
- Knowledge of budget preparation, grant writing, and contract management

- Ability to facilitate large group meetings
- Ability to work both independently and as part of a team
- Excellent communication skills, both verbal and written
- Ability to establish and maintain effective working relationships with a variety of stakeholder groups
- Excellent organizational skills
- Knowledge of the legislation and programs related to LCBP resource management
- Knowledge of the organization of federal, state, and local government, particularly in New York
- Knowledge of public involvement and public participation theory and techniques
- Understanding of how and when to engage the public to garner project feedback
- Basic knowledge of GIS
- Knowledge or experience with Lake Champlain Basin resource issues

Requirements

Duties will be performed largely in an office setting, but with the need to travel to various meeting locations in Vermont, New York, and Quebec for which a valid driver's license and a valid passport or smart-license is required.

Evening and weekend duty will be a part of the role to participate in local meetings and key citizen advisory committee meetings. Some confrontational meetings with interest groups may occur, which will require good human relations skills and an ability to practice effective public participation techniques.

Attendance in the Lowell office for a one day orientation during the first two weeks of employment and at the annual NEIWPC All Staff Meeting is mandatory.