TITLE: Environmental Analyst – HREP-HRECOS Coordinator

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

LOCATION: Position is based at Norrie Point Environmental Center, Staatsburg, NY 12580 with periodic travel to the NYSDEC Region III Office, 21 S. Putt Corners Rd, New Paltz, NY 12561 and NYSDEC 625 Broadway, Albany, NY 12233

BACKGROUND INFORMATION: NEIWPCC 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. NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

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 by implementing the *Hudson River Estuary Action Agenda*. Partners in the program include the NYSDEC Hudson River National Estuarine Research Reserve, NYSDEC Division of Water (DOW), NEIWPCC, and other federal, state and local agencies, conservationists, researchers, sportsmen, business leaders, and river users.

In 2008, the Hudson River Environmental Conditions Observing System (HRECOS) was established to provide high frequency real-time data geographically distributed between Albany and New York Harbor. Since then, it has expanded into the Mohawk River, the largest tributary to the Hudson Estuary. The network builds upon existing monitoring and observing activities in the Hudson River basin, including the Hudson River National Estuarine Research Reserve System-Wide Monitoring Program (SWMP), the US Geological Survey surface water program, and the NYSDEC Rotating Integrated Basin Studies. HRECOS is operated by a consortium of partners from the government and research communities who collaborate to provide data in real-time to a public website (www.hrecos.org). The goals of HRECOS are to provide baseline monitoring data necessary for applied research and modeling, improve the capacity of research entities to understand the ecosystem and manage estuarine resources, support the use of real-time data in educational settings by students and teachers, provide data that can be used by the commercial shipping industry for navigational purposes, provide policy makers with timely data products to guide decision making, and create public-facing products to engage a wide audience of recreational users such as boaters and anglers.

JOB SUMMARY: Serve as overall coordinator of the HRECOS program, including serving as the principal point of contact with observing stations. Work with the HRECOS management team and other estuary and basin partners to continue to develop the network, both in the number of stations and in the data products that are available through the HRECOS website, and to expand use and application of the data. Manage HRECOS water quality and meteorological stations in the Capital Region. As time permits, assist in implementing the Clean Water targets of the *Estuary Action Agenda*.

Duties will be performed largely in an office setting, but with need for travel to locations in Hudson Valley for which a valid driver’s license and private means of transportation must be available. Such travel and other appropriate expenses will be compensated at the approved
New York State rate. Incumbent must be able to work outdoors in all types of weather and travel over rough terrain and water.

**DUTIES AND RESPONSIBILITIES:**

- Plan and lead quarterly HRECOS managers’ meetings, and additional meetings or conference calls as needed. Maintain records of meeting decisions via summaries delivered to management team after each meeting.

- Plan and lead twice-yearly meetings of the education and outreach sub-committee of HRECOS, in partnership with the HREP/HRNERR education coordinator.

- At a minimum of once per quarter, participate in field work or conduct site visits of HRECOS stations with appropriate partners.

- Create, update, and manage public facing products in partnership with the HRECOS education and outreach subcommittee.

- Manage the HRECOS budget in cooperation with other Estuary Program staff and the NEIWPCC Lowell project manager.

- Communicate with government agencies, academic institutions, consultants, commercial shipping pilot groups, educators and the general public on issues related to the HRECOS network.

- Manage data files from all HRECOS sites using Microsoft Access, Excel, and R.

- Manage and maintain water quality and meteorological equipment at four HRECOS stations in the Capital Region, including the calibration and troubleshooting of monitoring instruments.

- Assist with HRECOS stations operated by the HRECOS partners, including training of station managers, overseeing purchasing of equipment, troubleshooting common problems, and general maintenance assistance.

- Work with USGS collaboration in equipment calibration procedures, to ensure data quality.

- Ensure that collected data is maintained to USGS standards, and work with USGS to provide dissemination of data back to the station managers.

- Maintain and update Standard Operating Procedures (SOP) and Quality Assurance/Quality Control Procedures (QA/QC) for all HRECOS sites.

- Participate in research on HRECOS network issues; work with partners to publish and encourage publishing of scientific and technical papers resulting from this research; when possible, present results at conferences and scientific meetings.

- Advance and coordinate additional water quality research projects on the Hudson River, such as bacteria monitoring, that address state and partner interests.

- Work to assure coordination and integration of the work of the Estuary Program with core program needs of the Division of Water.

- Participate in regular staff meetings and Clean Water team meetings of the Estuary Program and, as requested, in meetings of the Division of Water.

- Work with NEIWPCC’s Quality Assurance Program Manager to review Quality Assurance Project Plans as needed, with the opportunity to become a QA Designee if appropriate.

- Provide background materials or draft or write articles for various NEIWPCC, or other, publications. Present work products and programs to stakeholders and the general public.

- Other duties as assigned.
The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NEIWPCC's and the NYSDEC's programs, organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively with state and federal management-level contacts with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, conclusive, and timely manner is required.

**SUPERVISORY CONTROLS:** Incumbent operates with some independence of action and delegation of professional decisions within their area of activity. Direct supervision is provided by HRNERR Manager. Job performance is evaluated by the NEIWPCC project manager in consultation with the HRNERR Manager, HRNERR Research Coordinator, and the Watershed Management Team Lead of the NYSDEC Hudson River Estuary Program.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCC'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 may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, review the performance of 1-5 professional personnel; and exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 technical or other personnel. However, no supervision of staff is anticipated for this position at this time, with the possible exception of an intern or other entry-level position.

**REQUIREMENTS:**
- A valid driver’s license and access to own transportation required.
- Attendance is mandatory in the Lowell office for a one-day orientation and at the annual All Staff Meeting (held the last Thursday and Friday in March each year).
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday for the first six months of employment. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Telework schedules are authorized by the Executive Director.
- Proof of COVID-19 Vaccination required.

**PREFERRED QUALIFICATIONS:** A bachelor's degree in oceanography, geology, atmospheric sciences, environmental chemistry, environmental science, biology, aquatic ecology, or engineering, or related field.

At least three years of full-time or equivalent part-time, technical, or professional experience in the above-mentioned fields, of which at least one year must have been in a professional capacity.

**Personal Characteristics:**
- Ability to operate in a structure of multiple programs and policies, which, at times, can have differing goals and priorities.
- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC and our partners.
- Diplomatic and welcoming in their approach to others.
Able to manage change and articulate the “value case” for it.

Comfortable working in a very collaborative environment and oriented toward getting things done; able to bring perspectives and ideas to the table while remaining open to perspectives and ideas from others. Open to lively debates

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**

- Excellent communication skills, both verbal and written, including developing and delivering effective public presentations, expressing thoughts clearly, and developing ideas in logical sequence.

- Ability to work effectively with people from a variety of disciplines, such as scientists, staff, and the non-scientific public.

- Excellent organizational skills, able to work and solve problems in the structured environment of a large agency.

- Excellent computer skills including proficiency with spreadsheet software and databases including RStudio, Microsoft Excel, and Access databases.

- Mathematical and statistical competence.

- Experience with diagnosing and repairing simple electrical and mechanical problems.

- Ability to lift 50 or more pounds.

- Experience in QA/QC procedures.

- Experience in the with implementation of monitoring programs and/or observing systems, monitoring and analyzing high-frequency meteorological and water quality data.

- Experience with facilitating a network of partner organizations.

- Experience in or familiarity with writing grant proposals and managing a budget.

- Understanding of watershed management and protection approaches.

**SALARY:** Salary dependent upon level of experience and qualifications.

**BENEFITS:** Generous benefits package provided, which includes vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.