**TITLE:** Environmental Analyst – Long Island Sound Regional Coordinator (NYSDEC- DOW)

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

**LOCATION:** NYSDEC, Region 1 Office, SUNY @ Stony Brook, 50 Circle Road, Stony Brook, New York 11790

**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.

New York has dedicated extensive state resources to restore and protect the water quality of Long Island Sound. The EPA Long Island Sound Study (LISS) Program has been an important partner in improving water quality in the Sound. The New York State Department of Environmental Conservation (NYSDEC) Division of Water (DOW) is focused on the water quality aspect of the LISS priorities and works closely with the divisional bureaus (Water Permits, Compliance and Enforcement, and Water Assessment and Monitoring) within the DOW, as well as coordination with the Division of Marine Resources, to improve the water in the Sound. DOW also leads the Long Island Nitrogen Action Plan (LINAP) which focuses on how best to reduce nitrogen loading to groundwater and surface water through technical, management, and regulatory/policy actions. Connecting with the activities in the Sound is an important part of implementing LINAP. Additionally, DOW participates in many LISS workgroups with the intent of determining how to best achieve LISS priority water quality actions in New York. Many of the on-going and future programs involve multiple partnerships and coordinated efforts with local governments. DOW has a strong partnership with the counties in the Long Island Sound watershed (Nassau, Suffolk, & Westchester) and New York City and is seeking to increase DOW’s coordination with municipalities.

Duties will be performed largely in an office setting, but with the need to travel to various meeting locations in Long Island for which a valid driver’s license and private means of transportation must be available. Occasional evening and weekend duty may be required.

**JOB SUMMARY:** The LISS New York State DOW Regional Coordinator (LISRC) will supplement and increase the NYSDEC DOW’s engagement in the Long Island Sound Study. This position will assist in the planning and execution of activities and projects NYSDEC DOW participates in through the LISS and will act in a coordinator capacity in the area of water quality (specifically nitrogen reduction). The LISRC will participate in LISS workgroups and meetings; participate in TMDL implementation, including CCMP implementation and revision, evaluations, and implementation of additional nitrogen reduction plans and measures; provide technical support and participation on the stakeholder group for EPA’s LIS Nitrogen Reduction Strategy; facilitate and provide technical support for NY municipalities; and provide grant oversight and management. The LISRC will also build partnerships with and assist municipalities in evaluating and assessing local policies and programs to determine how they align with the LISS Comprehensive Conservation and Management Plan (CCMP), and assist municipalities to leverage the Long Island Sound Futures Fund (LISFF) and New York State grant programs (e.g. Water Quality Improvement Project (WQIP) and Non-Agricultural Nonpoint Source Planning and
MS4 Mapping Grant to implement water quality improvement projects. The LISS is in the process of implementing the Communications, Outreach, and Engagement plan and the incumbent will be crucial to this effort as a liaison to Long Island Communities. Furthermore, a planned revision and update to the CCMP will be performed and the incumbent is expected to synthesize multiple perspectives and assist NYSDEC and NEIWPCC.

**DUTIES AND RESPONSIBILITIES:**

**Project management.** Build, strengthen, and maintain effective partnerships and working relations with key stakeholders, especially local municipalities. Engage with counties and municipalities in the LIS watershed and help them evaluate and identify local policies and programs that align with the water quality priorities in the LISS CCMP, especially those related to nitrogen reduction. Assist local governments with identifying actions and related funding opportunities to enable implementation. Assist NYSDEC staff with TMDL implementation, evaluations, revisions, and implementation of additional nitrogen reduction plans and measures. Coordinate and stay current on the various projects occurring throughout NYSDEC DOW and LINAP, as related to implementing the LISS CCMP.

Serve as coordinator and project manager for LISS EPA grants to DOW, keeping project timelines intact and working closely with the EPA Project Officer. Prepare and provide timely reporting on grant and contract deliverables in cooperation with NEIWPCC and LISS.

**Funding Coordination.** Serve as lead to connect counties and municipalities in the Long Island Sound watershed with available funding sources, including state and federal grants. Help local governments evaluate what projects are needed to restore and/or protect water quality. Understand relevant funding sources, such as the LISFF, and connect municipalities with appropriate funding sources to implement priority projects. Fully understand the grant and contracting processes in order to assist municipalities with successfully navigating funding opportunities.

**Workgroups and Committees.** Provide the necessary input to and advance projects from LISS workgroups and committees in support of the CCMP as assigned by supervisor. Provide technical support and participation on the stakeholder group for EPA's LIS Nitrogen Reduction Strategy. In addition, participate in groups such as the Implementation Team (I-Team) meetings, Citizens Advisory Committee (CAC), Sustainable and Resilient Communities Work Group, Watersheds and Embayments Work Group, and other group meetings that will provide the platform necessary to strengthen NYSDEC DOW's activity in the LISS objectives and furthering the CCMP Implementation Actions.

**Outreach.** Prepare informational materials and conduct outreach and education activities (e.g., meetings, presentations, web content, etc.), with municipalities to help them learn about the LISS program, the LISFF, and the integral role municipalities play in restoring and protecting the Sound.

**SUPERVISORY CONTROLS:** Incumbent operates with some independence of action within their area of activity. This position is housed within the NYSDEC Division of Water (DOW). Incumbent operates under the supervision of the DEC LINAP Coordinator and the Region 1 Regional Water Engineer, who provides instruction, guidance, and review of work to assure
accuracy and adherence to established policy and requirements. Job performance is evaluated by the NEIWPCC Project Manager, in consultation with the NYSDEC supervisor(s).

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the programs, organization, and policies of NEIWPCC, NYSDEC, and the Long Island Sound Study; to exercise initiative and resourcefulness in complicated situations; and to be able to work effectively with local, state and federal contacts at both program-staff and top-management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, concise, and timely manner is required. 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.

PREFERRED QUALIFICATIONS: A bachelor’s degree in environmental sciences, natural science, earth science, biology, chemistry, or related field preferred.

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.

Special Knowledge and Skills

- Knowledge of grant writing and management
- Knowledge of project management, including budget oversight
- Knowledge of a broad range of issues related to watershed management, nonpoint source pollution, and water quality monitoring
- Experience working cooperatively with a broad range of stakeholders in planning and implementing water quality protection programs
- Excellent communication skills, both verbal and written
- Ability to facilitate and present at large group meetings to a variety of audiences (both technical and lay)
- Ability to work both independently and as part of diverse and multi-disciplinary groups.
- Excellent organizational, recordkeeping, and follow-through skills
- Computer literacy, particularly spreadsheets, word processing, and virtual meeting platforms.

The following knowledge and skills would be helpful, although not a necessary requirement to qualify:

- Demonstrated ability to develop successful competitive grant applications and manage multi-entity technical projects, including budget and contract management
- Knowledge and understanding of federal and state environmental laws and regulations related to the LISS
- Knowledge of the organization of state, federal and local government
- Knowledge of public involvement and public participation theory and techniques
- Basic knowledge of GIS
- Knowledge or experience with Long Island Sound natural resource issues
Personal Characteristics

- 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.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the “value case” for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

REQUIREMENTS:

- A valid driver’s license and access to own transportation is required.
- Attendance is mandatory in the Lowell office for 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.

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.