

**TITLE:** Environmental Analyst - Long Island Sound Study Bioextraction (LISS) Coordinator

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

**LOCATION:** NYSDEC Division of Marine Resources, 123 Kings Park Blvd, Nissequogue River State Park, Kings Park, New York 11754

**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.

**JOB SUMMARY:** The NEIWPCC Environmental Analyst will provide overall program policy development, program visioning, project collaboration throughout the Long Island Sound, coordination, administration, and short and long-term planning for the bioextraction program of the Long Island Sound Study (LISS) including assessing challenges and identifying solutions to support the development and expansion of nitrogen bioextraction and related aquaculture activities in Long Island Sound (LIS). The Environmental Analyst serves as lead in several projects, supervising and coordinating the work of the LISS Bioextraction assistant.

## **DUTIES AND RESPONSIBILITIES:**

### Environmental Assessments

- Review environmental evaluations of proposed bioextraction and bioharvesting projects.
- Review research conducted by others and report on environmental impacts (both deleterious and beneficial) on potential or actual ecological impacts from shellfish and seaweed aquaculture.

### Pilot Projects

- Manage pilot projects that seek to gain information critical to the economic viability of bioextraction and the methods, materials, and estimated costs for the projects' implementation. Plan for project costs and secure additional funding as needed.
- Serve as program coordinator and lead contact for implementation projects and partner contracts.
- Review, and insure implementation of Quality Assurance Project Plans (QAPPs), sampling procedures, and other quality control measures.

### Commercial Viability & Economic Feasibility

- Manage projects and contractors who are working to identify markets for, and cultivation costs of potential bioextraction species and evaluation of overall economic viability of bioextractive activities.
- In consult with aquaculture industry, identify barriers and market changes to commercial bioextraction activities and measures to reduce these barriers.

### Policy, Permit, and Approvals Development

- Monitor existing approvals and permits required for seaweed and shellfish aquaculture and restrictions imposed by all entities with approval authority. Recommend improvements.

- Maintain an already existing permitting guidance document linked to a GIS planning tool. Work with industry and local, state, and federal regulatory entities to facilitate permitting for new and expanding aquaculture operations.
- Plan and convene meetings of the NYS Marine Aquaculture Advisory Committee, as appropriate.

#### Industry Advancement & Outreach

- Organize and convene regular meetings of the Bioextraction Advisory Committee.
- Attend meetings of and communicate regularly with industry associations and advisory entities such as NY Sea Grant, DMR Shellfish Advisory Council, Northeast Regional Aquaculture Association, East Coast Shellfish Growers Association, the Farm Bureau, Long Island Oysters Growers Association, Suffolk County Aquaculture Lease Program, and others.
- Prepare materials and communicate with industry, federal, state, municipal, university, and not-for-profit entities to inform, direct, and coordinate bioextraction project planning and implementation.
- Work with the LIS Communications Coordinator to update/maintain current information on the LISS “Nutrient Bioextraction” webpage.
- Participate in the Long Island Sound Study work group and committee meetings as appropriate.
- Organize workshops on bioextraction issues in coordination with stakeholders.
- Assist with outreach and consult on citizen science or education projects/programs associated with bioextraction projects as needed.

#### Ecological and Cultivation Research and Reporting

- Review and report on the ecological requirements of the shellfish and seaweed species under consideration for bioextraction/aquaculture, the ecological consequences of their cultivation, and their efficacy in extracting nitrogen from the water column.
- Maintain knowledge of current literature and references on nutrient removal rates for bioextraction bivalve and seaweed species.
- Review and report on the cultivation, production, and harvesting requirements of the preferred bioextractive species (such as sugar kelp (*Saccharina latissima*)). Consider the utility as a bioextraction tool and the logistical, regulatory, and access challenges faced by growers.

#### Administration

- Plan effective strategies for future bioextraction funding in coordination with NYSDEC, NEIWPCC, and the LISS. Develop funding proposals (work plan/budgets) as needed.
- Manage project budgets in consult with NEIWPCC.
- Prepare memoranda, letters, MOUs, RFPs, meeting minutes and workplans as needed.
- Maintain complete and accurate files; attend training to enhance job skills as appropriate.
- Stay informed of current NEIWPCC and NYSDEC Division of Water (DOW) and Division of Marine Resources (DMR) policies and standard operating procedures, including but not limited to those related to Health and Safety.
- Maintain effective working relationship with EPA, LISS, NEIWPCC and NYSDEC DOW and DMR, including quarterly, monthly and weekly reports as specified.
- Stay informed of current Section activities and priorities; contribute to tasks assigned to overall Section.

- Supervise the Bioextraction Assistant through 1:1 meetings, assignment and review of tasks, documents, and reports as well as occasional field work.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPCC and 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 contacts at both staff and top management levels, and with staff of 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 within their area of activity. This position is housed within the NYSDEC Division of Marine Resources (DMR). Incumbent operates under the supervision of the DEC LINAP Coordinator and DMR Shellfish Management Unit, 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 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 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.

**PREFERRED QUALIFICATIONS:** A master's degree in the natural sciences (marine biology, biology, chemistry, ecology, environmental science, etc.). Course work and/or demonstrated proficiency in marine ecology, fisheries management, aquatic and terrestrial biology, and GIS analysis strongly preferred.

At least seven years of full-time, or equivalent part-time, technical, or professional experience in any of the fields above, of which at least five years must have been in a professional capacity, and of which, at least three years must have been in a supervisory, managerial, or administrative capacity. Experience in or with the aquaculture industry is a plus.

#### **Special Knowledge and Skills**

- Knowledge of project management, including budget oversight.
- Knowledge of a broad range of issues related to aquaculture, coastal ecosystems, and marine ecology source pollution, and water quality monitoring.
- Experience working cooperatively with a broad range of stakeholders in planning and implementing water quality protection programs.
- Ability to facilitate and present at large group meetings to a variety of audiences (both technical and lay).
- Knowledge of grant writing and management.
- 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.
- Excellent communication skills, both verbal and written.

- Ability to follow oral and written instructions.
- Ability to maintain accurate records.
- Ability to use and master ArcGIS.

**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 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.