

TITLE: Information Officer - Real Property Coordinator

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

LOCATION: NYSDEC Region 1 Office, 50 Circle Road, Stony Brook, NY 11790

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 is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

NEIWPC is a partner organization of the Long Island Sound Study (LISS), a program of the EPA National Estuary Program. LISS is a cooperative effort involving researchers, regulators, user groups and other concerned organizations and individuals. Working together, these partners have developed a Comprehensive Conservation and Management Plan (CCMP) to restore and protect the Long Island Sound, built around four principles: Clean Waters and Healthy Watersheds; Thriving Habitats and Abundant Wildlife; Sustainable and Resilient Communities; and Sound Science and Inclusive Management. Long Island Sound is an estuary with a coastal population in New York and Connecticut of nearly 4 million people, with nearly 9 million people in the watershed. The watershed includes New York, Connecticut, four other New England states and a small part of Quebec.

NYS Governor Hochul signed legislation to conserve 30 percent of land and water by 2030, supporting the national "America the Beautiful" initiative set by President Biden. These actions align with LISS's ecosystem target of conserving 3,000 acres of land in NYS by 2035. NYS has currently protected over 2,500 acres of land in the LIS watershed since 2006 and has invested nearly \$20 million dollars on land purchases- not including the money for appraisals, staff time, or closing costs.

The Region's real property staff manages acquisitions throughout Long Island and requires a full-time position to manage the increase in LISS acquisitions. The incumbent would provide the necessary support to the recent influx in funds for land protection, and thus advance work plan priorities from the Habitat Restoration and Stewardship Work Group (HRSWG) as well as the Sustainable and Resilient Communities Work Group (SRCWG). Lastly, the incumbent will work as a team with the other coordinator in support of LISS Bipartisan Infrastructure Law (BIL) award supporting acquisitions that can potentially be leveraged by the expected influx of State monies resulting from passage of the Clean Air Clean Water Green Jobs Bond Act to increase land protection.

The incumbent will be a full-time staff person hired by NEIWPC to participate in NYS public involvement and realty activities for the Long Island Sound Study (LISS). The incumbent will be located in the NYSDEC Region 1 office in Stony Brook alongside the current Regional Real Property Supervisor, and report to the NEIWPC LISS project manager in Lowell. All activities conducted are done so through a work plan approved by the LISS Management Conference established NYSDEC priorities.

JOB SUMMARY: The coordinator hired would be advancing and closing several acquisitions that were previously funded by LISS in FFY 2018 to FFY 2022 and Bipartisan Infrastructure Law (BIL) funds. Participation in NYS's Open Space Plan update would be mandatory, as

acquiring land in the LIS watershed is one of the seven regional priority conservation projects listed in the NYS Open Space Conservation Plan. The coordinator would also communicate and coordinate with other state agencies to identify acquisition priorities. Participation in relevant LISS work groups would ensure progress of several work plan priorities.

The position requires regular travel throughout Long Island, New York. May occasionally require travel to New York City, Connecticut, Boston, MA, Washington, DC or other locations to present information on Long Island Sound at meetings, workshops, conferences. etc.

DUTIES AND RESPONSIBILITIES:

- Assist in making regional application for proposed land acquisition projects.
- Respond to inquiries from the public and work with landowners impacted by acquisition and settlement.
- Assist and perform real property inspections and reports on matters relating to land acquisition projects.
- Assist in the process of hiring consultant appraisals and surveyors.
- Appraisal review including procurement, field inspections, and drafting surveys.
- Negotiate with sellers or their representatives on matters of proposed land acquisitions.
- Perform real estate title research in matters related to land acquisition closing coordination.
- Maintenance of acquisition files for permanent retention.
- Preparation of GA56 packages.
- Monitoring conservation easements and documenting findings.
- Attending meetings with landowners and stakeholders.
- Collect, review, and reconcile real estate market data.
- Work with the Office of Attorney General and/or Office of State Comptroller on matters related to land acquisition.
- Coordinate and assist in the maintenance of regional land records.
- Prepare mapping and coordinate data digitization and analysis using the Department's Geographic Information System and/or other databases.
- Attend real estate appraisal classes which may require extended overnight travel.
- Assist real property staff with fieldwork as needed.
- May be required to carry equipment while performing fieldwork.
- Provide background materials or draft or write articles for various NEIWPC, or other, publications. Present work products and programs to stakeholders and the general public.

Other duties as assigned.

SUPERVISORY CONTROLS: Incumbent operates with some independence of action within their area of activity. This position is contained within the Division of Lands and Forests within the NYSDEC. Job performance is evaluated by the NEIWPC Project Manager, in consultation with a manager in NYSDEC, to oversee the work of this position.

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

Based on assignment, incumbents of positions at this level may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 technical or professional personnel; may exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 technical or other personnel; and/or may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 technical or professional personnel.

PREFERRED QUALIFICATIONS: A bachelor's degree in business, marketing, finance, or related field; with Real Estate experience in two or more of the following areas: appraisal review, title research, clearance and/or closings, negotiation, contract drafting, field inspections, mapping, and land surveying.

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

- Ability to work effectively to establish professional credibility with the general public, private citizens, as well as scientists, engineers, managers.
- Excellent communication skills, writing skills, and attention to detail.
- Ability to successfully handle multiple tasks and work with diverse individuals and organizations in fast-paced, in-person and remote environments.
- Ability to work independently, responsibly, and diligently while being an effective team player.
- Ability to use and master ArcGIS.
- Ability to listen to and communicate with a diversity of stakeholders and collaborators with different interests and backgrounds.
- Competency in Microsoft Office Suite (Excel, PowerPoint, and Word), ArcGIS, and virtual meeting platforms (e.g., Microsoft Teams).
- Knowledge of or strong interest in environmental issues, land conservation, and real estate.
- Knowledge of groundwater, as well as surface water, hydrology.
- Knowledge and understanding of federal, state, or local environmental laws and regulations.
- Business management skills.

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.