

**TITLE: ENVIRONMENTAL ANALYST**

**EMPLOYER:** NEIWPC, 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:** 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.

The Nutrient Bioextraction Initiative is a joint effort between NYS Department of Environment Conservation (DEC) and Long Island Sound (LIS) Partnership. The goal is to improve the quality of marine waters in New York and Connecticut by removing excess nitrogen through the cultivation and harvest of seaweed and shellfish. This Initiative is named in multiple Objectives under the Clean Water and Healthy Watersheds Goal of the LIS Partnership Comprehensive Conservation Management Plan (CCMP). The Initiative will provide information to help decision makers with the guidelines needed to facilitate seaweed and shellfish farming and harvest operations in their coastal waters. This position is financially supported for at least two years.

**JOB SUMMARY:** This position will work within the NYS Department of Environment Conservation to support the activities of the Long Island Sound Study Bioextraction Coordinator. As a NEIWPC Environmental Analyst, this role will assist in program coordination, administration, and communications for the Nutrient Bioextraction Initiative of the LIS Partnership, collaborating on projects, workgroups, and reports with other partners/stakeholders, as directed.

**DUTIES AND RESPONSIBILITIES:**

- Assist with creating project specific outreach and communications resources, including program newsletters, project fact sheets, and resource guides. Develop and maintain Bioextraction Initiative website content on the LIS Partnership and NYSEC webpages.
- Assist supervisor in developing the scope of work for requests for proposals (RFPs) for project contracts and reviewing submitted proposal applications.
- Review and develop comprehensive summaries of primary scientific literature, reports, newsletters, and specifications related to mariculture and bioextraction for inclusion into program development, pilot projects, grant reports, presentations, and communication resources.
- Assist supervisor with preparing grant proposals, writing and reviewing project workplans, project management, and reviewing contractor quarterly reports.
- Assist supervisor in the review and development of Quality Assurance Plans
- Develop and maintain various organizational databases for the Bioextraction Initiative (e.g., project status updates, documents, reports, results, Initiative-related resources, and contact information, etc.)
- Establish and maintain effective interpersonal relationships and communicate constructively with Federal, State and local government agencies, engineering firms, various non-governmental groups, aquaculture industry, and the public.
- Review aquaculture policies, regulations, and permitting requirements for inclusion into program and project development.

- Conduct variety of administrative tasks, such as scheduling and attending meetings; developing and organizing meeting notes and agendas; coordinating and tracking document reviews; organizing and managing program-specific communications like newsletter responses.
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the New York State, Long Island Sound and NEIWPC'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 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 contained within the New York State Department of Environmental Conservation, Region 1 Division of Water. Job performance is evaluated by the NEIWPC Project Manager, in consultation with the LIS Partnership Bioextraction Coordinator and NYS DEC Central Office Supervisor.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also 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 the natural sciences (marine biology, biology, chemistry, ecology, environmental science, etc.). Coursework and/or demonstrated proficiency in marine ecology, fisheries management, aquatic and terrestrial biology, and GIS analysis is preferred.

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

### **Special Knowledge and Skills**

- Ability to maintain accurate records
- Excellent organizational skills.
- Excellent communication skills.
- Ability to work independently, and as part of a team.
- Ability to follow oral and written instructions
- Knowledge of local coastal environments and aquaculture.
- Knowledge of aspects of water quality and watershed management
- Proficient with Microsoft Office Suite products (Excel, Teams, SharePoint, etc.)
- Proficient in GIS

**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.
- This is a full-time position. The incumbent is required 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.
- 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).
- Attendance is mandatory for a once a month meeting in the NYSDEC Central Office, located in Albany. This will require an overnight stay that will be reimbursed by NEIWPCC.

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

**BENEFITS:** Benefits provided but not included in salary range: vacation, personal and sick leave, health, dental, disability and life insurance, retirement plan. This position requires the incumbent to work five days a week, 7 ½ hours per day, except for approved compensatory time.