

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

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

LOCATION: NYSDEC, Central Office, 625 Broadway, Albany, NY 12233

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.

New York has dedicated extensive state resources to restore and protect the water quality of Long Island Sound. The EPA Long Island Sound Partnership (LIS Partnership) 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 LIS Partnership 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 (DMR), to improve the water in the Sound. DOW also leads the Long Island Watershed Program (LIWP) which focuses on taking a holistic, watershed level approach to protecting the surface, coastal, and groundwaters of Nassau and Suffolk counties. This position is financially supported for at least two years.

Duties will be performed largely in an office setting, but with the need to travel to various meeting locations in Long Island, Westchester, and occasionally Connecticut for which a valid driver's license is needed.

JOB SUMMARY: The LIS Partnership New York State DOW Long Island Sound Regional Coordinator will support the Clean Waters and Healthy Watershed (CWHW) Work Group, working with the NY and CT co-leads. The position will provide support by facilitating work group meetings, delivering presentations to the LIS Partnership and various stakeholder groups, writing technical documents, tracking and reporting environmental metrics, and coordinating project proposals and grant applications to adequately fulfill the CWHW goal of the LIS Partnership Comprehensive Conservation and Management Plan (CCMP). The incumbent will confer with the LIS Partnership, experts, and stakeholders to identify implementation gaps, barriers, and track progress. The position will take the primary lead on the pathogens, toxic contaminants, and marine debris objectives of the CWHW goal in the CCMP. Additionally, this position would allow for improved cross-partnership coordination and assessment of science needs and program activities.

DUTIES AND RESPONSIBILITIES:

Support the Clean Waters and Healthy Watersheds Work Group:

- Assist in maintaining a list of current projects using EPA's existing tracking database and conducting an analysis of the actions and status of existing projects and progress relative to the CCMP CWHW goal.
- On an annual or bi-annual basis, prepare a report on each action to assess the effectiveness of projects in achieving action success.

- Track progress of ongoing LIS Partnership funded projects and provide updates to the CWHW work group. Work with CT and EPA to document the roles and responsibilities for the work group co-chairs, SMEs, and EPA staff.
- Serve as Co-chair of the CWHW work group, create and develop presentations, facilitate meetings, write annual workplans, and coordinate proposals to advance CWHW implementation actions of the CCMP.
- Assist with CWHW work group administration, including scheduling meetings, setting agendas, and recording meeting notes.
- Ensure that the CWHW work group webpage content is updated with recent activity, coordinating with LIS Partnership communications and outreach staff as needed.
- Provide information on current science and how it relates to the CWHW CCMP objectives and actions.

Pathogens, Toxic Contaminants, and Marine Debris Technical Work:

- Assist with implementation of CWHW projects specific to pathogens, toxic contaminants, and marine debris. Duties include but are not limited to:
 - Connect with NYS LIS communities to communicate pathogen TMDL information and work to achieve TMDL requirements and coordinate with NYSDEC TMDL programs to develop effective messaging.
 - Maintain knowledge on the status and regulatory standards for toxic contaminants, such as Per- and Polyfluoroalkyl substances and 1,4-Dioxane, in the LIS watershed.
 - Assist in synthesizing the existing body of data and information related to existing and emerging toxic contaminants to evaluate gaps and needs to develop an action plan with potential mitigation approaches that LIS Partnership can undertake.
 - Assist in developing a framework to identify hot spots of marine debris and track reductions in abundance over time based on available marine debris collection data.
 - Identify waterbodies impacted by marine debris, research existing NY programs, and make recommendations for strategies, projects, or programs to reduce marine debris in NY waters.
 - Coordinate and stay current on the various projects occurring throughout NYSDEC DOW, LIWP, and other Long Island programs related to implementing the LIS Partnership CCMP.
 - Maintain knowledge of non-LIS Partnership funded projects that support implementation of the CWHW goal of the CCMP (e.g. state, federal or non-governmental funded efforts).

Project Management:

- Work with SMEs and work group co-chairs to identify priority projects, connect with entities to lead priority projects, and assist with the development of project proposals. These proposals could be for assistance or financial support at the federal, state and/or local level.
- Manage federal and state contracts, including workplan and budget development, reviewing reports, tracking metrics, and working with the Fiscal Management and Planning Section to ensure accuracy.
- Stay informed on current research and support projects related to contaminants of emerging concerns, as necessary.

- Understand relevant funding sources, such as the Long Island Sound Futures Fund (LISFF) and state funded programs and connect municipalities with appropriate funding sources to implement priority projects.
- Maintain consistent communication with project leads to ensure timely completion of tasks and address implementation barriers.

Workgroups and Committees:

- Provide necessary input and advance projects from LIS Partnership work groups and committees in support of the CCMP, as assigned by supervisor.
- Participate in the Long Island Sound Partnership's Management Conference by providing updates of the CWHW work group activities to other work groups and committees, and coordinating with LIS Partnership work groups to implement the CCMP and related projects.

Outreach and Communication.

- Prepare informational materials and conduct outreach and education activities (e.g., meetings, presentations, web content, etc.) with municipalities to help them learn about the LIS Partnership program and the integral role municipalities play in restoring and protecting the Sound.
- Attend and participate in municipal meetings including town, board, and Protection Committees. Coordinate with other National Estuary Programs to share information on lessons learned and program successes.

Other duties as assigned.

SUPERVISORY CONTROLS: This position is housed within the NYSDEC Division of Water (DOW) Central Office in Albany, NY. The incumbent operates under the supervision of the DEC Long Island Watershed Coordinator, who provides instruction, guidance, and review of work to assure accuracy and adherence to established policy and requirements. Incumbent operates with some independence of action within their area of activity. Job performance is evaluated by the NEIWPC Project Manager, in consultation with the NYSDEC supervisor.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the programs, organization, and policies of NEIWPC, NYSDEC, and the LIS Partnership; 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 NEIWPC'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, review the performance of 1-5 professional personnel; and exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 professional and/or technical personnel.

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 a broad range of issues related to watershed management, water quality, pathogens, toxic contaminants, and marine debris.
- 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 write concisely to express thoughts clearly and to develop ideas in logical sequence.
- 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.
- Knowledge of grant writing and project management.
- 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:

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

Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPC.
- Ability to build collaborative relationships across NEIWPC 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 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 personal transportation is required.
- Attendance is mandatory in the NEIWPC Lowell office for orientation and at the annual NEIWPC 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 NEIWPC’s Executive Director and NYSDEC Management.

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.