

PROGRAM COORDINATOR - SUSTAINABILITY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Director of Sustainability with developing, coordinating, and implementing regional water quality and energy infrastructure planning programs pertaining to drinking water stormwater runoff, watershed and sewershed management plans. The incumbent assists municipalities with State designated Municipal Separate Storm Sewer Systems (MS4s) and provides technical services and guidance to those with environmental programs in clean water practices and GHG emission reductions. This may include capacity building, geographic system (GIS) assistance, grant-writing, public engagement, coordination of training programs and general regional infrastructure planning and cross-boundary programs. Work is performed under the general supervision of the Director of Sustainability with leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops the annual Broome Tioga Stormwater Coalition (BTSC) Outreach coordination & hosts and participates in community engagement events (including maintaining social media platforms, newsletters for funding, best practices, etc.) to ensure compliance with DEC's general MS4 toolbox for stormwater permits.

Assists with the development of a digital stormwater sewershed map for the Broome Tioga Stormwater Coalition (BTSC) to include spatial mapping of outfalls, illicit discharges, green infrastructure, watershed & sewershed features, as defined by NYS Department of Environmental Conservation (DEC);

Assists in NYS DEC Climate Smart Communities Program with research and outreach for community engagement (may include newsletters, social media, events)

Assists the Regional Board Staff and NYS DEC with special requests.

Assists BTSC with education programs for those in the MS4 designated area for coalition members, public officials, municipal employees and general public;

Seeks funding opportunities for MS4 area and member counties in order to promote compliance, improved water quality programs and implementation strategies;

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Provides technical assistance and coordination to BTSC and member counties as requested;
Documents and retains spatial and non-spatial records regarding all stormwater permit compliance activities;
Stays informed of changes in regulatory requirements;
Develops and implements appropriate public involvement/participation activities and measurable goals to help ensure the reduction of pollutants of concern in stormwater discharges;
Assists the organization with special DEC water quality requests;
Assists the Sustainability Director with source water protection planning activities across the region;
Assists the Director of Sustainability with energy infrastructure planning and providing technical assistance for grant writing and alignment of resources.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices, methods and techniques of stormwater management and geographic information systems (GIS);
Good knowledge of local, state and federal rules and regulations relative to stormwater control activities;
Good knowledge of permit requirements regarding stormwater control;
Working knowledge of sources of information regarding pending changes in stormwater legislation requirements;
Ability to develop, coordinate and implement a stormwater and/or water quality improvement program;
Ability to prepare education and outreach materials;
Ability to work well and assist the Director of Sustainability with all project goals
Ability to educate and inform the public regarding stormwater control activities;
Ability to establish and maintain effective working relationships with municipal personnel, professional staff and public officials;
Ability to prepare and maintain a variety of reports;
Ability to communicate effectively both orally and in writing.
Ability to understand and analyze demographic or statistical data for grant writing and measuring performance.

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MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in civil engineering, planning, public administration, environmental engineering, environmental science, natural resources management, GIS or closely related field and two (2) years of professional level work experience in water quality management, public outreach, planning, public administration, energy resource, GIS, stormwater management or closely related field;
OR

B) Graduation from a regionally accredited or New York State registered college or university with an Bachelor's Degree in civil engineering, environmental engineering, environmental science, natural resources management, GIS or closely related field and four (4) years of professional level work experience in water quality management, public outreach, energy resources, planning, public administration GIS, stormwater management or closely related field; OR

C) Graduation from high school or possession of an equivalency diploma and eight (8) years of paraprofessional or professional level work experience in water quality management, public outreach, planning, public administration, energy resources, GIS, stormwater management or a closely related field, two (2) years of which must have been in a professional level capacity;
OR

C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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7/17/19

Revised & TITLE CHANGE 11/8/21

Revised 9/12/24