

DIRECTOR OF SUSTAINABILITY

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for managing the regional board's sustainability programs and initiatives. This includes 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. The work includes overseeing and managing the Program Coordinator-Sustainability. Work is performed under the general supervision of the Executive Director of Southern Tier 8, with leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages Southern Tier 8's sustainability programs: budgeting, planning, initiatives, community engagement, and contracts;
Manages and oversees the Program Coordinator-Sustainability;
Tracks and ensures compliance with DEC's general MS4 toolbox for stormwater permits;
Develops and maintains 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);
Establishes policies and procedures for sewershed mapping based on current DEC regulations & develops a mechanism for sharing spatial data & good housekeeping practices across the region;
Assists BTSC with education programs for those in the MS4 designated area for coalition members, public officials, municipal employees and general public;
Works with Planning Departments and Departments of Public Works to seek funding opportunities for MS4 area and member counties in order to promote compliance, improved water quality programs and implementation strategies;
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;
Prepares and submits the organization's and BTSC's funding requests and compliance reports to DEC;
Serves as point of contact for the public and regulatory agencies;
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 DEC with source water protection planning activities across the region;
Assists DEC with energy infrastructure planning and providing technical assistance for grant writing and alignment of resources.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, methods and techniques of stormwater management and geographic information systems (GIS);
Thorough knowledge of local, state and federal rules and regulations relative to stormwater control activities;
Thorough knowledge of permit requirements regarding stormwater control;
Good 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 effectively manage staff and delegate responsibilities;
Ability to supervise and prioritize the work of others;
Ability to develop budgets and manage programs independently and under the supervision of the Executive Director 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.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in public administration, natural resources management, sustainability, energy resources, GIS, civil engineering, environmental engineering, environmental science or closely related field and four (4) years of professional level work experience in water quality management, GIS, planning, sustainability, public outreach, energy resources, 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 public administration, natural resources management, GIS, civil engineering, environmental engineering, environmental science or closely related field and six (6) years of professional level work experience in water quality management, GIS, planning, sustainability, energy resources, public outreach, stormwater management or closely related field; OR

C) Graduation from high school or possession of an equivalency diploma and ten (10) years of paraprofessional or professional level work experience in water quality management, GIS, stormwater management, public administration, planning, energy resources, public outreach or a closely related field, four (4) 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.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.