

## **STREAM PROGRAM COORDINATOR**

**439-K**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Sullivan County Soil & Water Conservation District (SCSWCD) and involves the responsibility for overseeing the daily functions related to all stream management and restoration activities in the Rondout and Neversink Watersheds with some work occurring throughout the New York City West of Hudson Watershed. The incumbent will supervise the SWCD stream program staff and is responsible for the assessment of streams, development of comprehensive stream corridor management plans and for implementing recommendations outlined in the plans. Work is performed under the direct supervision of the District Manager of the Sullivan County SWCD.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Oversees and coordinates the daily activities of the Stream Program Team (which includes an Educator, Streamside Assistance Program Coordinator and a Planning Consultant) in the performance of all contract related activities within the New York City Watersheds;

Coordinates with the NYC Department of Environmental Protection (NYC DEP) Project Manager and technical staff on developing the Rondout and Neversink stream management plans and restoration, including project identification, design, construction and all other contract related activities;

Coordinates and cooperates with involved local, regional, state and federal governmental agencies;

Identifies ongoing project funding needs and prepares grant applications to meet needs not covered by the Program Budget;

Meets and communicates with subcontractors, consultants, individual streamside landowners

and members of the community to keep them informed of project status;

Assists the Education Coordinator with the development of workshops, trainings and outreach activities, as needed;

Acquires permission and cooperation from landowners for accessibility to property for field assessments and/or construction phases of restoration projects and easements for long term access by SCSWCD and NYC DEP for maintenance and monitoring purposes;

Assists the Program Team in field assessments, data collection, analysis and management and map production and distribution;

Plans for and facilitates the purchase of equipment and materials with the approval of the SCSWCD District Manager;

Assists the Planning Consultant in the review and development of land use related components of the Plans, including data acquisition and synthesis, map products, stream disturbance permit histories and resource inventories, as needed;

Develops and maintains, in conjunction with the Program Team, project tracking systems, including monitoring of both channel work and vegetation;

Uses common office software programs, including word processing, database, spreadsheet, as well as Geographic Information System (GIS) and Ground Positioning System (GPS) programs to perform assignments;

Performs other duties as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of federal, state and local laws, rules and

regulations relating to watershed and water conservation programs; thorough knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation; good knowledge of GIS and GPS equipment and software; ability to understand and interpret engineering plans and descriptive specifications; ability to collect, analyze and interpret statistic data; ability to plan and supervise the work of others; ability to deal effectively with the public as well as a variety of governmental agencies, municipalities and landowners; ability to work productively with people from a diverse range of cultural backgrounds; ability to express oneself clearly, both orally and in writing; ability to prepare and present statistical and narrative reports; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; strong interpersonal problem-solving skills in a team setting; tact; courtesy; and initiative.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in Watershed Management, Environmental or Natural Resources Planning and Policy, Forestry, Fluvial Geomorphology, Hydrology, Biology or a closely related field; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and two (2) years of experience in the field of river and floodplain management, natural resources management, ecological restoration, environmental engineering or a closely related field; or

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

*NOTE: SPECIAL REQUIREMENT: At time of appointment and throughout employment in this title, candidate must possess and maintain a valid driver's license appropriate to the vehicles operated.*