

WATERSHED AFFAIRS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves development and implementation of a comprehensive program designed to keep the press and the public informed about the objectives and outstanding developments as they occur with the implementation of watershed management. The incumbent coordinates all activities with the Planning Department, governmental entities, agencies and organizations involved in Watershed issues, and is responsible for all communication relative to the County's role and progress in the management of watersheds affecting Delaware County. Frequent and significant contact with key officials at the State and local levels of government are required, as well as with media representatives and the public. Supervision of a small number of office employees may be required. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, coordinates, implements and evaluates a public and information program relative to the watershed agreements and significant developments relative to them; Researches, prepares and edits materials for dissemination to outside groups including press releases, articles for the news media, specialized publications and graphic and audiovisual materials, including attendance at public meetings; Develops material such as manuscripts, video presentations and illustrations for release to the press and the public; Prepares newsletters, brochures, posters, etc.; Maintains and develops good relations with representatives of the media and of interested groups and organizations throughout the County and the region; Represents the County by speaking before community groups as directed by the County Legislature and County Planning Director; Uses computer applications and/or other automated systems in preparing work assignments and distributing informational material; Performs a variety of related activities as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of watershed regulations; Good knowledge of applicable state and federal environmental regulations; Good knowledge of business, industry and economic development needs in Delaware County; Good knowledge of the principles and practices of communication; Good knowledge of the uses and limitations of various media needed to reach various community groups; Good knowledge of the techniques and practices of verbal, written and audio-visual communication; Ability to locate various sources of information and verify data; Ability to plan, organize and implement public relations programs; Ability to present ideas clearly and effectively, both written and orally; Ability to develop and maintain cooperative working relationships; Initiative; Discretion; Tact; Sound professional judgment.

MINIMUM QUALIFICATIONS: Either

A. Masters degree from an institution accredited or recognized by the Board of Regents of the New York State Department of Education in Environmental Sciences, Economic Development, Planning, Natural Resources, Water Management or related field and one (1) year responsible administrative, management, business, environmental, regional or community planning, economic development or related field; OR

B. Bachelors degree from an institution accredited or recognized by the Board of Regents of the New York State Department of Education in Environmental Sciences, Economic Development, Planning, Natural Resources, Water Management or related field and three (3) years responsible administrative, management, business, environmental, regional or community planning, economic development or related field.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

Adopted 11/27/18