

## SENIOR ENVIRONMENTAL PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work with responsibility for formulating, planning and participating in technical and non-technical environmental studies relating to long range planning of natural resources and protecting environmental quality in Putnam County. Responsibilities include providing technical assistance to municipalities and County departments, and participating in the analysis of environmental impact of capital projects proposed by the County. This position is distinguished from the Environmental Planner by complexity and scope of work, and by the responsibility for coordinating activities for the Putnam County Soil and Water Conservation District. Work is performed under general supervision. Supervision is exercised over the district's Natural Resource Technician and interns as assigned. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides project leadership in the formulation and coordination of both broad-based and detailed environmental planning studies related to natural resource management and environmental protection issues and concerns;

Maintains liaison with local officials and technical personnel from other agencies to discuss and review problems and issues of mutual concern;

Supervises the Putnam County Soil and Water Conservation District's Technician by providing training in environmental planning methods, setting priorities, reviewing progress of projects, and providing direction and technical assistance as needed;

Participates in the preparation of State Environmental Quality Review Act documentation and related technical assessments for County projects;

Performs complex and in-depth analytical environmental studies and research by utilizing natural resources and environmental data and reports relating to environmental and land use factors;

Analyzes local laws for wetlands , erosion control, steep slopes, flood-plain management, and related codes designed to protect natural resources, as well as subdivision regulations that impact natural resources and environmental quality; prepares reports and recommendations thereon;

Maintains contact with other County departments to coordinate the planning of environmental studies, capital projects and other planning studies;

Assists municipal and County officials in coordinating environmental planning elements with the comprehensive and master plans of the County and with the plans of bordering jurisdictions;

SENIOR ENVIRONMENTAL PLANNER (cont'd)

Receives and responds to requests for environmental planning data as well as related technical publications;  
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;  
Organizes and prepares materials for the monthly meetings of the Soil and Water Conservation District Board; attends meeting and participates by providing technical assistance and advice;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices, and techniques involved in environmental planning and in the conduct of studies and site surveys; thorough knowledge of the natural sciences and the general principles of environmental science and regional planning; good knowledge of local, state, and federal environmental regulations and land use principles and practices; knowledge of computer applications such as spreadsheets, word processing, calendar, email and database software; ability to conceive, organize and conduct technical and nontechnical environmental studies; ability to analyze, evaluate and interpret a broad range of environmental planning data; ability to plan and supervise the work of subordinate staff; ability to express oneself effectively, both orally and in writing; initiative; tact; resourcefulness; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Master's Degree in Environmental Studies, Environmental Engineering, Environmental or Natural Resource Management or Environmental Planning or closely related field and two (2) years professional experience in environmental planning, environmental management or related field or;
- b) Bachelors Degree in Environmental Studies, Environmental Engineering, Environmental or Natural Resource Management or Environmental Planning or closely related field and two (3) years professional experience in environmental planning, environmental management or related field or;
- c) An equivalent combination of training and experience as defined by a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.