

# **JOB POSTING**

## **Coalition Stormwater Program Director**

*Stormwater Coalition of Albany County*  
**(1 vacancy)**

- The Stormwater Coalition of Albany County has one (1) vacancy for the position of Coalition Stormwater Program Director. This is a 40 hour per week position with flexible hours and County benefits. Remote work is possible as allowed by County policy. Salary \$65,000-71,000.
- The Stormwater Coalition is a unique, award winning inter-municipal partnership which includes 13 member communities all permitted under the NYS SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems ('MS4s'). Albany County is both a member and host of the Coalition.
- The preferred candidate is an able stormwater practitioner, well versed in permit requirements and comfortable with managing a dues based organization within County government. The candidate must be well organized, self-motivated, creative, and an effective communicator.
- Daily work includes supporting members in permit related tasks, facilitating a Coalition-wide process to troubleshoot compliance issues, implementing public participation activities, and managing a variety of administrative tasks. Training provided.
- An active familiarity with local government, land use law and procedures, municipal operations, stream ecology, GIS technology, and storm system infrastructure are recognized assets as is an abiding commitment to protecting water quality within the framework of the Clean Water Act SPDES program.
- For more information, explore the Coalition website: [www.stormwateralbanycounty.org](http://www.stormwateralbanycounty.org).

### **Applicants must meet the requirements outlined in the attached job description.**

Anyone interested in applying for this job must submit an Albany County ACS-21 application\*, transcript, and resume by mail to the following address, no later than **5:00pm, Thursday, March 16, 2023**. This position is a competitive class Civil Service position to be filled on a provisional basis pending the outcome of the Civil Service examination.

*Stormwater Coalition of Albany County  
Albany County Department of Health Building  
175 Green Street, Room B026, Albany, New York 12202*

*Documents can also be sent electronically to: [swcoalition@albanycounty.com](mailto:swcoalition@albanycounty.com).*

\*The ACS-21 application for examination or employment is available from the Albany County website: <https://www.albanycounty.com/departments/civil-service>

**Albany County is an Equal Opportunity Employer**

### **Coalition Members (2023)**

Albany County, City of Albany, Village of Altamont, Town of Bethlehem, City of Cohoes, Town of Colonie, Village of Green Island, Town of Guilderland, Village of Menands, Town of New Scotland, Village of Voorheesville, City of Watervliet, University at Albany-SUNY



**Stormwater Coalition of Albany County**  
Albany County Dept of Health Building  
175 Green Street, Room B026  
Albany, NY 12202  
518-447-5645  
[www.stormwateralbanycounty.org](http://www.stormwateralbanycounty.org)

## **COALITION STORMWATER PROGRAM DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is responsible for managing Stormwater Coalition of Albany County (Coalition) operations and providing stormwater services to members. The purpose of the Coalition is to facilitate the cooperative implementation of permit requirements while providing technical support to members. While the focus is on stormwater permit compliance, the Coalition also addresses water quality and stormwater management. The Stormwater Program Director is responsible for overseeing all aspects of Coalition operations, governance, and the delivery of services in fulfillment of the Coalition purpose. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Participates in quarterly Coalition Board of Director meetings, prepares agenda with Board chairperson, prepares minutes, prepares budget reports, prepares documents related to Board decisions, and alerts Board to regulatory issues;
- Prepares for, facilitates, and participates in monthly Coalition Working Group meetings;
- Develops the annual Coalition work plan;
- Submits and oversees the annual budget of the Stormwater Coalition and amends as necessary throughout the year;
- Coordinates the delivery of services named in the Coalition Inter-municipal Agreement;
- Monitors the content of the Coalition Inter-municipal Agreement and updates the Agreement as needed;
- Recruits, hires, trains and supervises staff;
- Oversees the purchasing of products and services according to the Albany County Purchasing Policy;
- Prepares and submits a joint MS4 Permit annual report to NYSDEC;
- Updates, prepares, and posts a joint annual evaluation of Storm Water Management Program implementation;
- Manages the Coalition website;
- Develops and implements educational and public participation activities, such as tabling, volunteer stream monitoring, presentations, stream clean-up activities, and social media outreach;
- Develops and coordinates training events for member employees;
- Monitors and guides the delivery of GIS mapping services to interested members;
- Provides direct assistance to Coalition members as it pertains to all MS4 Permit requirements;
- Participates in regulator audits and inspections;
- Identifies issues of concern related to stormwater management, informs members, and represents member interests;
- Researches, applies for, and manages grants pertaining to stormwater regulation compliance and/or other water quality concerns;
- Participates in County-initiated, County-wide projects relevant to stormwater management, climate change, shared services, and water quality generally;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of technical principles related to stormwater hydrology and surface water quality;
- Thorough knowledge of proper best management practices and procedures related to stormwater pollution prevention;
- Thorough knowledge of SPDES general permit requirements and other federal, state, and local environmental laws and regulations pertaining to stormwater;
- Working knowledge of public administration practices and procedures;
- Working knowledge of GIS mapping technology and Esri ArcGIS Online;
- Ability to facilitate meetings;
- Ability to work with diverse interest groups to reach a consensus;
- Ability to identify solutions related to managing Coalition operations;
- Ability to make administrative decisions;
- Ability to develop operating policies and procedures;
- Ability to prepare and monitor a budget;
- Ability to plan and supervise the work of others;
- Ability to establish and monitor performance indicators;
- Ability to keep accurate records and reports;
- Ability to establish and maintain professional relationships;
- Ability to communicate effectively orally and in writing, including with the public and elected officials;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from a New York State or regionally accredited college or university with a Master's Degree in environmental science, conservation biology, stormwater management, regional planning, environmental planning, physical geography, geographic information systems, civil engineering, construction management and technology, hydrology, geology, physical or natural science or a closely related field and three (3) years of experience in Stormwater Management, Watershed Planning, Environmental Engineering, or a related work field, OR
- B. Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree in environmental science, conservation biology, stormwater management, regional planning, environmental planning, physical geography, geographic information systems, civil engineering, construction management and technology, hydrology, geology, physical or natural science or a closely related field and five (5) years of experience in Stormwater Management, Watershed Planning, Environmental Engineering, or a related work field.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Driver's License or demonstrated ability to meet the transportation needs of the job.

Juris. Class: Competitive

ACCS Adopted: 04/05

Revised: 11/22