

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