

ENVIRONMENTAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving assignments related to the coordination of activities of a volunteer environmental advisory board. The incumbent is responsible for compiling literature, performing research, preparing and distributing information regarding a variety of environmental issues. The position involves performing clerical duties associated with meeting minutes and general office work. The work may involve attending and/or facilitating meetings during evening hours. The position also requires working occasional weekend hours. The work is performed under the general supervision of a Senior Environmental Planner. Supervision of others is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates volunteer activities of an environmental agency;
Collects, reviews and compiles literature on environmental issues;
Researches, prepares and assists in writing public education brochures, news releases and other materials;
Participates in meetings with a variety of boards, citizen groups, legislative bodies and other public officials regarding environmental issues and makes recommendations;
Prepares agendas for committee/task force meetings;
Records minutes of meetings and readies them for distribution;
Responds to written and verbal requests for information regarding agency programs and services on environmental issues;
Assists in the review of project proposals, environmental assessment forms and environmental impact statements and recommends mitigation actions;
Serves as liaison to local, state and federal governmental agencies involved in environmental issues;
Assists in the preparation and implementation of long term environmental programs and policies regarding solid waste management, water resource management, hazardous materials management and land use issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the purpose, principles, practices, methods and terminology used in environmental planning and environmental project/program development;
Good knowledge of local, state and federal programs and legislation concerning the environment and its protection;
Working knowledge of current principles, practices, methods and techniques used in preserving and improving environmental conditions;
Working knowledge of techniques used to gather data for environmental and statistical reports;
Ability to prepare complex reports;

Ability to express oneself clearly and concisely, both orally and in writing;

Ability to analyze and evaluate complex data, write comprehensive reports and make practical recommendations;

Ability to establish effective working relationships with civic leaders, public officials and the general public;

Ability to make presentations to elected and appointed officials, citizen groups and agencies;

Ability to exercise personal discretion and sound judgement when dealing with the public;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in environmental studies, natural science, environmental or natural resource management, or closely related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience in environmental management or related field; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.

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COMPETITIVE