

## **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.

R487            03/31/04

COMPETITIVE