

Peconic Estuary Program (PEP) Director Responsibilities / Position Description

The Program Director will be located in the Suffolk County Department of Health Services (SCDHS), Office of Ecology as the designated PEP Program Office. The Director will be responsible for supporting the Peconic Estuary Program Management Conference in implementing the EPA approved Comprehensive Conservation and Management Plan (CCMP). Specifically, the Program Director will support the implementation of the CCMP to restore and protect the Peconic ecosystem and facilitate the ecosystem-scale protection and restoration of natural areas. The Program Director will administer the Program on behalf of the Peconic Estuary Program Policy Committee and Management Committee and shall work in close consultation with these committees. The PEP Program Manager will have administrative authority for various functions normally reserved for the Division of Environmental Quality (DEQ) Director. For example, the PEP Program Manager will be able to execute PEP contracts and vouchers, request PEP RFP waivers, and work directly with County grants, contracts and finance staff for PEP matters. The PEP Program Manager will also maintain direct access to DEQ Administration for PEP policy and resource allocation issues that involve multiple DEQ offices. The Program Director serves as a principal spokesperson and advocate for the Estuary and works in concert with other stakeholders.

Annually, the Program Director will oversee preparation of a workplan for the Estuary Program. The workplan will contain well-defined outcomes, summarized as follows:

- Improvements in the health and extent of eelgrass beds due to the development and implementation of pollution control programs and the PEP Eelgrass Management Plan, as measured by the eelgrass monitoring program.
- Enhanced protection of critical lands and better coordination among land acquisition programs, as recorded by critical lands protection reports.
- Implementation of aquatic and terrestrial habitat restoration projects including those identified in the PEP Habitat Restoration Plan. Implement one (1) or more restoration projects annually and assess the status of past projects.
- Knowledge of water quality conditions for conventional water quality parameters to better manage point and nonpoint source water pollution control programs.
- Planned and realized reductions in pathogen loadings and improvements in water quality for swimming and shellfishing uses, as provided for in the Peconic Pathogen Total Maximum Daily Load document and subwatershed management plans, as measured by water quality monitoring.
- Planned and realized reductions in nitrogen loadings and improvements in dissolved oxygen conditions by implementing the Nitrogen Total Maximum Daily Load, as measured by water quality monitoring and estimated by modeling.
- Successful outreach to citizens and elected officials resulting in reduced pollution loads, increased participation in projects, and improved governmental management.
- Address other emerging issues, including climate change and sea level rise.

The Program Director will carry out the Program Office roles and responsibilities outlined in the CCMP. This approach has three key elements: 1) technical, 2) administrative/administrative support, and 3) management, and includes:

- Communicating regularly with all PEP participants about activities and issues to ensure consensus and that all views are fairly represented in work products.
- Coordinating activities among Federal, state, county, and local agencies as well as the public sector to meet program objectives.
- Managing the preparation of all PEP work products, including data summaries, annual reports, technical reports, CAC products, and modeling activities, for content and accuracy before publication.
- Ensuring the transfer of all PEP materials (e.g., work products, annual reports, meeting minutes, etc.) to the appropriate persons and locations (e.g., Management Conference participants, the public, local libraries, websites, etc.).

- Receiving and responding to requests for technical information and assistance regarding the PEP from the public, elected officials, USEPA Headquarters, and others.
- Overseeing contract and grant activities to ensure products are produced on time and within budget.
- Identifying and securing funding to implement the CCMP.
- Effectively lead and supervise Program Office staff.

The Program Director will address the public involvement element through the Public Participation strategy developed by the Citizens Advisory Committee. The Public Participation and Outreach Program will include disseminating information to educate the public regarding the scope, goals, and progress of the Peconic Estuary Program. This information will be disseminated through pamphlets, booklets, public service announcements, conferences, workshops, and other methods.

Specific Benchmarks

- Report annually on: the status of implementing the identified priority actions in the CCMP; leveraging of governmental and non-governmental funds; and habitat restoration (including acquisition) efforts, according to guidelines and deadlines established by EPA.
- Oversee the preparation and submittal of workplans and budgets according to schedules set by the management conference and in accordance with EPA guidance.
- Expeditiously carry out workplan tasks; ensure that all contracts are awarded as quickly as possible and that funds are drawn down at least semiannually.
- Ensure the program is represented at all scheduled national meetings of the National Estuary Program (typically 2 meetings per year), and represented in local, regional and national conferences, workshops and symposia.
- Plan and execute meetings of the Policy Committee (typically 1 meeting per year) and Management Committee (typically 4 meetings per year). Be responsive to inquiries and initiatives of these committees.
- Ensure meaningful technical/scientific and local government input in developing and carrying out workplan tasks and in implementing the CCMP through effective technical/scientific and local government representation and participation, through committees or other means determined by the management conference.
- Prepare triennial "Program Evaluation" submittals consistent with EPA guidance.
- Report periodically (every 3-5 years) on environmental indicators identified in the CCMP.

Minimum Qualifications

Graduation from a New York State or Regionally accredited college or university with a Master's Degree in biology and six (6) years of professional experience in an area of marine biology.

PECONIC ESTUARY PROGRAM DIRECTOR EXPANDED SCOPE OF WORK

ROUTINE ACTIVITIES

Contracting Process

- Prepare & Submit Contract Request Form
- Process Contract Extensions/modifications
- Prepare RFP's, RFA's

Administrative Decisions

- Salary Rates And Projections
- Quarterly Program Status Reports
- Staff Evaluation
- Prioritize And Delegate Tasks

Media

- Pep Program Contact Person For Press Inquiries
- Obtain Appropriate Approval
- Organize Press Conferences
- Review PSA's

Coordination

- Intergovernmental Agency Coordination (USEPA, NYSDEC, Municipalities, Etc.)
- Intra-County Departmental Coordination

Reporting

- Quarterly Progress
- Leveraged Funds
- Projects / Contracts
- Land Acquisitions
- Habitat Restoration

Outreach

- Establish and maintain effective working relationships with public officials, state and federal agencies, local government entities, non-profit organizations, academic institutions, and the general public.
- Attend Stakeholder Meetings As Necessary
- Attend Suffolk County Legislature Committee & General Meetings As Necessary
- Attend Council on Environmental Quality Meetings As Necessary