

## **Peconic Estuary Protection Committee Coordinator Position Description**

### Brief Description of Responsibilities:

The position is a part-time Coordinator for the Peconic Estuary Protection Committee, established through an Intermunicipal Agreement (IMA) of member municipalities (including Suffolk County and East End towns and villages) and the New York State Dept. of Transportation. The Coordinator will be responsible for working with the Peconic Estuary Protection Committee IMA members and the Peconic Estuary Program (PEP) to facilitate coordination and leveraging of resources, planning, grant writing and providing technical expertise for the IMA participating members. The Coordinator will report to the Peconic Estuary Protection Committee.

### Duties:

- Hold regular meetings of the IMA members and coordinate with the members to prioritize actions, lead implementation tasks, maintain focus on priorities, and report progress;
- Monitor key regulatory issues regarding priority topics identified by the committee and keeping members informed on the important issues that affect them (including review and comment on draft legislation, water body classifications/TMDL development, changes in regulations, etc.);
- Identify grant opportunities and prepare grant applications for priority projects;
- Assist with administration of IMA grant funding;
- Coordinate with other IMA groups to collaborate on Long-Island wide issues of importance and explore collective opportunities, such as training sessions, joint programming, legislative initiatives, lessons learned, public events, etc.;
- Coordinate with the PEP and Peconic IMA members to collect, organize and make available shared resources, including MS4 Program elements, public education materials, sample legislation, etc.;
- Work with the IMA committee to establish priorities for upcoming years and establishing the Annual IMA Work Plan and budget based on member priorities;
- Document IMA efforts for inclusion in MS4 annual reports.

### Qualifications:

Bachelor's degree in Natural or Physical Sciences such as Environmental Sciences, Engineering/Architecture, Biology, Ecology or a related field and a minimum of four years of demonstrated experience with municipal operations and natural resource management. Experience in management and/or communications and with knowledge/background in natural sciences, may be considered.

Skills and abilities:

Required skills include excellent public speaking skills and the ability to effectively communicate and coordinate with the IMA membership and municipal decision makers, facilitate regular meetings and lead outreach activities. Excellent project management skills and computer literacy (including Microsoft Office Outlook, Word, PowerPoint, Excel, etc.) are a must. In addition, experience with GIS, website editing/management, blogs and social media are desirable. Experience in grant writing and administration is also highly desirable.

The candidate must be energetic and have excellent organizational and research skills. Familiarity with the New York State Dept. of Environmental Conservation (NYSDEC) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4), water quality regulations/total maximum daily load (TMDL) requirements, local municipal zoning codes and Peconic Estuary planning studies is highly desired. The position will require substantial travel within eastern Suffolk County, and occasional travel within western Suffolk and Nassau Counties.

Salary:

This is a part-time independent contractual position with no benefits. Salary will be commensurate with experience.

Application:

To apply, send a cover letter and resume via e-mail (preferred, with "IMA Coordinator" in subject line) or by mail to:

Peconic Estuary Protection Committee  
c/o Alison Branco  
360 Yaphank Avenue, Suite 2B  
Yaphank, NY 11980

or

Alison.Branco@SuffolkCountyNY.gov

Applications will be accepted until January 18, 2015. Candidates should be prepared to supply references upon request and attend an interview in Riverhead, New York if contacted.