

**TITLE:** Environmental Analyst II (Technical Coordinator)

**LOCATION:** New England Interstate Water Pollution Control Commission (NEIWPC), Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

**LOCATION:** Lake Champlain Basin Program, 54 West Shore Road, Grand Isle, VT 05458

**SALARY:** Grade & step dependent on level of experience & qualifications.

**ADDITIONAL INFORMATION:** Full-time benefits provided, but not included in salary range: vacation, personal and sick leave, health, life, disability, dental insurance, and retirement plan. This position requires the incumbent to work five days a week, 8 hours per day, except for approved compensatory time.

**BACKGROUND INFORMATION:** The New England Interstate Water Pollution Control Commission serves as a forum for interstate communication and coordination on water-related pollution control efforts among all the New England states and New York State. NEIWPC also provides various services for state and federal agencies.

The Lake Champlain Basin Program (LCBP) was established to coordinate activities being undertaken to protect and improve the natural and human resources of the Lake Champlain Basin. Partners in the program include the States of Vermont and New York, the Province of Quebec, NEIWPC, and the US EPA. In addition, there are numerous cooperating agencies at the federal, state, and local level. Private and non-profit groups and academic institutions also participate in program activities.

The LCBP is directed by a Steering Committee whose members include heads of resource and planning agencies in Vermont, New York, and Quebec, and representatives from local government, federal agencies, and chairs of the state citizen advisory committees. The Steering Committee makes overall policy and budget decisions regarding basin management, with input and recommendations from an Executive Committee and several advisory committees. The Technical Advisory Committee (TAC) is composed of professionals from academia, management agencies, and others. The TAC has the following functions:

- presents the Steering Committee with technical information to be used for decision-making;
- advises the Steering Committee about emerging management issues and prepares research or action to address those issues;
- oversees and facilitates many technical aspects of implementation projects;
- interprets monitoring program results and other technical information to help determine success or redirection of projects.

**JOB SUMMARY:** The Environmental Analyst (Technical Coordinator) is one member of a team that works together to coordinate, evaluate and oversee program activities throughout the Lake Champlain Basin. The team includes: the LCBP Program Director, Lake Champlain Basin Coordinators from Vermont, New York, and Quebec, an Education/Outreach Coordinator, a Cultural Heritage and Recreational Resources Coordinator, an Aquatic Nuisance Species Coordinator, a Technical Associate and additional program support staff.

This position is the primary staff support for the Technical Advisory Committee, and serves as the liaison with technical staff working on basin issues in agencies at the local, state, and federal level. The Environmental Analyst (Technical Coordinator) serves as lead in several projects, and works collaboratively on others. The Environmental Analyst (Technical Coordinator) also administers a grant program supporting local projects, and provides direct technical assistance to those projects and to other entities undertaking technical projects.

**SUPERVISORY CONTROLS:** Incumbent operates with substantial independence of action and delegation of professional decisions within his or her area of activity. Incumbent operates under the supervision of the LCBP Program Director, who provides instruction on work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements. Independently performs tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by the Program Director, in consultation with NEIWPC Lowell, Mass. staff.

The Environmental Analyst (Technical Coordinator) may have supervisory responsibility for interns, research scientists, etc. This includes, but is not limited to, assigning work and mentoring, conducting performance evaluations, approving annual leave, providing support and securing appropriate resources for the position, responding to grievances, disciplining and hiring and terminating the employee; in association with the LCBP Program Director and NEIWPC Lowell, Mass. staff.

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-10 professional personnel: and indirect supervision (i.e., through an intermediate level supervisor) over 6-30 professional and/or technical personnel.

**DUTIES AND RESPONSIBILITIES:**

- Supervises LCBP Environmental Analysts and Information Officers - providing input and oversight on staff projects and work products, coordinating staff activities, and evaluating job performance
- Works with technical staff, at all levels, to synthesize and evaluate technical data.
- Sets up and facilitates Technical Advisory Committee meetings
- Tracks review, by technical and professional staff, of proposed research and technical publications
- Serves as coordinator and project officer for LCBP technical projects, contracts, and local implementation grants, prepares RFP language, coordinates the review of proposals and the development of work plans, Quality Assurance Project Plans (QAPPs), tracks ongoing contract work and facilitates the final review of projects
- Coordinates, oversees, and provides significant expert input for the technical review of proposed implementation projects, research, and technical publications
- Develop requests for proposals for grant programs
- Organizes technical workshops
- Develops technical analyses and reports for the LCBP Steering Committee and TAC on an as-needed basis
- Works on special projects, such as the development of indicators to assess ecosystem health
- Assists local groups and agencies to design watershed projects and proposals
- Serves as liaison between local groups and technical assistance providers in state and federal agencies

- Manages budgets associated with all tasks and grant programs
- Reviews and evaluates grant proposals
- Tracks local grants, provides technical assistance and assesses products
- Provides presentations at technical forums and other LCBP meetings
- Assists with Long Term Monitoring Program field work on an as-needed basis
- Serves on professional and technical advisory committees on behalf of LCBP on an as-needed basis

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NEIWPC's and LCBP's programs, organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively with state and federal contacts at both staff and top management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, concise, and timely manner is required.

### **RECOMMENDED QUALIFICATIONS:**

#### Experience:

The position requires a minimum of a master's degree in environmental sciences or a related field, with a broad knowledge of the technical aspects and policy components needed for holistic watershed management. Incumbent must have additional experience in scientific research work. Preference will be given to candidates with a PhD.

Applicants must have at least (A) six years of full-time, or equivalent part time, technical or professional experience in the above-mentioned fields, including public participation, of which (B) at least five years must have been in a professional capacity and of which (C) at least three years must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the following substitutes.

#### Substitutions:

- I. An associate's degree with a major in any of the fields listed above may be substituted for a maximum of one year of the required (A) experience.
- II. A bachelor's degree with a major in any of the fields listed above may be substituted for a maximum of two years of the required (A) experience.
- III. A graduate degree from a recognized school with a major in one of the fields listed above may be substituted for the required experience.

#### Special Knowledge and Skills

- The ability to direct and manage the technical aspects of the program and to communicate technical findings to scientists, resource managers, LCBP Committees, partners and the public
- Technical understanding of broad range of issues related to watershed management, including water quality monitoring and assessment
- Knowledge of data analysis techniques, including statistics
- Translate technical and scientific information for a lay audience

- Knowledge of non-point source pollution, monitoring, habitat assessment, and stormwater management
- Knowledge of planning principles and implementation techniques related to water quality protection
- Computer literacy, particularly spreadsheets, word processing and project management.
- Knowledge of biological, chemical, and physical water quality indicators
- The ability to facilitate consensus among scientists and resource managers on complex environmental issues
- Demonstrated ability to develop successful competitive grant applications and manage multi-entity technical projects
- Knowledge of budget preparation, grant writing, and contract management
- Translate technical and scientific information for a lay audience
- Ability to facilitate large group meetings and speak well in public
- Ability to work both independently and as part of a team
- Excellent communication skills, both verbal and written
- Ability to establish and maintain effective working relationships with diverse groups
- Excellent organizational skills

The following knowledge and skills would be helpful, although not a necessary requirement to qualify:

- Knowledge of the legislation and programs related to LCBP resource management
- Knowledge of the organization of state, federal and local government
- Knowledge of public involvement and public participation theory and techniques
- Understanding of how and when to engage the public to garner project feedback
- Basic knowledge of GIS
- Knowledge or experience with Lake Champlain Basin resource issues
- Proficiency in French

#### Environmental Factors

Duties will be performed largely in an office setting, but with need for travel to various meetings locations in Vermont, New York, and Quebec for which a private means of transportation must be available and valid citizenship documentation may be necessary for international travel

Evening and weekend duty may be necessary. Some confrontational meetings with interest groups may occur, which will require good human relations skills and an ability to practice effective public participation techniques.

#### Requirements

A valid driver's license and access to own transportation required.

Attendance in the Lowell office for a one day orientation during the first two weeks of employment and at the annual NEIWPC All-Staff Meeting is mandatory.