

IEC JOB DESCRIPTION
Environmental Analyst
Septic System Replacement Program Coordinator

TITLE: Environmental Analyst

EMPLOYER: Interstate Environmental Commission, c/o BioBAT, 140 58th Street, Bldg. A, 2nd Floor, Brooklyn, New York 11220.

LOCATION: : Interstate Environmental Commission, c/o BioBAT, 140 58th Street, Bldg. A, 2nd Floor, Brooklyn, New York 11220, with some travel across Long Island (Nassau and Suffolk counties).

SALARY: Approximately \$59,994 to \$71,549 annually, plus downstate location adjustment. Grade and Step dependent upon level of experience and qualifications.

BACKGROUND INFORMATION: The Interstate Environmental Commission comprehensively addresses water quality issues and priorities in the IEC jurisdictional waters in the tri-state area (NY, NJ, and CT). IEC's jurisdictional waters were established by compact in 1936, which also established IEC as an interstate organization responsible for protecting the water and air of its jurisdictional area.

ADDITIONAL INFORMATION: Benefits provided but not included in salary range: vacation, personal and sick leave, health, life and disability insurance, tuition reimbursement, public service loan forgiveness, retirement plan. This position requires the incumbent to work five days a week, 7½ hours per day, except for approved compensatory time. This is not a remote or hybrid position. While a regularly scheduled telecommuting day is not an available benefit for IEC employees, an employee who has completed the probationary period may request a situation-dependent day to work remotely in connection with a specific project.

JOB SUMMARY: The incumbent will provide overall coordination and management of a program that provides critical funding to New York State counties to assist homeowners with replacing inadequate septic systems that impair water quality. Funded by EPA's Long Island Sound Office (LISO) Bipartisan Infrastructure Law (BIL) pass-through funds, the program will supplement state and county funding to support additional Innovative Alternative On-Site Individual Wastewater Systems (I/A OWTS) systems in Nassau and Suffolk counties, which discharge into the Long Island Sound watershed. The incumbent will oversee the maintenance of contracts and contract documents with New York State Department of Environmental Conservation (NYSDEC) Division of Water (DOW), Nassau and Suffolk counties, review reimbursement requests from the counties, prepare quarterly invoices to NYSDEC, and compile data to support program evaluation and meet reporting requirements. The incumbent will also assist with outreach and communication efforts in conjunction with the counties to educate the public about the program.

DUTIES AND RESPONSIBILITIES:

- Assist in the development, and maintenance of contracts with Nassau and Suffolk counties, including: the development of contract documents outlining the requirements and responsibilities of the parties (IEC and Nassau County; IEC and Suffolk County), in consultation with the Executive Director, Commission counsel and NYSDEC, as appropriate.
- Manage portfolio of contracts and agreements under LISO (BIL) funded projects. Assist the Executive Director with the management of awards, subawards, procurement contracts, and amendments.
- Establish and complete procurement processes including the review of reimbursement requests from Nassau and Suffolk counties.
- Draft payments requests to Nassau and Suffolk counties.

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- Prepare quarterly invoices to NYSDEC for IEC staff time required to administer the program. Process quarterly payment requests to replenish funds utilized to reimburse Nassau and Suffolk Counties.
- Assist with data compilation to support program evaluation and reporting, in conjunction with Nassau and Suffolk Counties. Data sources will include, but not be limited to: geo-referenced data to ensure proposed septic replacements are within the LIS watershed as required by LISO program funds, and metrics, such as climate and community vulnerability to ensure environmental justice goals of BIL funding are met, as applicable.
- Complete periodic progress reports, as required, and in accordance with prescribed progress report format.
- Provide contract management and fiscal support of the implementation of Bipartisan Infrastructure Lab (BIL)-funded septic replacement
- In conjunction with the respective county (i.e., Suffolk or Nassau), assist with education, outreach and communication materials and events. Audiences and partners may include DEC staff, state agencies, EPA (including LISS Management Committee and relevant workgroups), tribal nation representatives, environmental justice community representatives and the public, including members of the public who reside in disadvantaged communities in Nassau County, New York and Suffolk County, New York.
- Compile data provided by Nassau and Suffolk counties.
- Complete any additional tracking and reporting, as necessary.
- Provide intra- and inter-agency Coordination, including, working with the NYSDEC Division of Water, Nassau and Suffolk Counties, and divisions or agencies, as appropriate.
- Assist in the preparation and amendment of Federal grant documents, as requested by NYSDEC DOW, including: developing portions of application and budget.
- Assist with reporting requirements related to grants, contracts and agreements including semiannual reports, annual MBE/WBE utilization, financial reports.
- Follow-up with NYSDEC, Nassau County and Suffolk County regarding the status of invoice payments.
- Insurance management: review, maintain and provide insurance certificates as required by state and county contracts.
- Assist with other projects as assigned and as time allows.

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the Executive Director who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. The incumbent is expected to independently perform tasks in an efficient, proactive and accurate manner, using good judgment.

PREFERRED QUALIFICATIONS:

Education

A bachelor's degree in environmental science, biology, chemistry, earth science, environmental health, natural science, environmental engineering, interdisciplinary environmental studies, public planning or related field preferred.

Experience

Ideal candidates will have a bachelor's degree with at least (A) 3 years of full-time, or equivalent part-time, technical or professional experience including project management experience. Exceptional communication skills with demonstrated ability to coordinate activities and communications among multiple partners and agencies. Experience and knowledge of septic systems and wastewater treatment.

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Exceptional attention to detail, organization skills and demonstrated ability to multi-task. Proficiency in Excel, Word, Outlook, PowerPoint, Teams, Adobe.

Special Knowledge and Skills:

- Experience with managing requirements and administrative conditions related to federal, state and municipal awards and agreements preferred.
- Experience with generating and tracking budgets.
- Effective verbal and written communication skills, including individuals at all levels, inside and outside IEC.
- Flexibility and the ability to work with shifting priorities; embrace new/evolving responsibilities.
- Ability to quickly learn new systems and tools.
- Excellent organization and time management skills.
- Ability to write technically and concisely in order to produce technical documents and reports.
- Forward thinking, self-starting individual that takes initiative.
- Proofreading and editing skills.
- Valid driver's license, and experience driving in and around the tri-state area (NY, CT, and NJ).