

## PROGRAM COORDINATOR (NATURAL RESOURCE MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located at Lasdon Park and Arboretum, is responsible for managing the park and arboretum and for providing other supervisory, administrative and technical work in several areas of natural resource management in the County Department of Parks, Recreation and Conservation. Assignments include, but are not limited to, forestry related work, managing and maintaining parks and arboretums, coordinating the department's response to invasive species threats, pesticide and "right to know" compliance, and coordinating hazardous spill response and remediation. The incumbent is responsible for the planning, implementation and ongoing administration of work in assigned areas. Supervision is exercised over subordinate staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Manages assigned park and arboretum, supervising programming and facility and grounds maintenance;

Develop and implement public programming for assigned facility and work with staff and partners to ensure success;

Develops and implements a forestry program which includes identifying the type and condition of forest stands, mapping of timberland, evaluating the quality and quantity of trees, firewood sale program, and supervising the reforestation program;

Provides technical assistance to other governmental agencies and the general public regarding planting, invasive species research and remediation best management practices, insect and disease control, forest and wood lot management, firewood usage, available information resources and safety practices;

Participates in the public information program by preparing publications, speeches, seminars, and other programs related to forest and biodiversity management;

Assists in development of capital, non-recurring and operating budget estimates with respect to tree care and planting, for submission by Directors, Park Superintendents and Recreation Supervisors;

Supervises and assists in on-the-job training for park maintenance staff regarding tree and plant care, biodiversity management, pesticide use, storage and regulation;

Documents facility characteristics such as location, setback, distance to watercourses, wetlands, reservoirs and reservoir stems;

Acts as PRC contact person in the coordination of hazardous spill response and remediation working with the Department of Health and the Department of Environmental Conservation;

Oversees pesticide compliance and management relating to the NYS Department of Environment Conservation and the Westchester County Pesticide Management Committee;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Oversees pesticide compliance and management relating to the NYS Department of Environment Conservation and the Westchester County Pesticide Management Committee;

Develops bid specifications for contracts relating to tree care and monitors compliance with the terms of the contract;

Assists in the development of a plan for improved practices in biodiversity management in park facilities and oversees department response to emerging invasive species;

Assists the Directors of Park Facilities with various tree, horticultural and environmental concerns;

Identifies hazardous tree conditions throughout park facilities and assigns work orders to the tree crew, as needed;

Use of computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES and ATTRIBUTES: Thorough knowledge of forest management; good knowledge of disease and insect identification and the appropriate treatment methods for their control including invasive species; good knowledge of the principles and practices of natural resource management as practices in a variety of urban and rural park settings; good knowledge of the appropriate sections of the Environmental Conservation Law; good knowledge of dendrology; good knowledge of the use of fungicides, herbicides and insecticides and proper storage of materials; knowledge of horticulture; knowledge of park maintenance relating to grounds, buildings, and equipment; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to establish effective working relationships with others; initiative; resourcefulness; physical condition commensurate with demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Forestry, Plant Biology, Plant Sciences, Environmental Sciences or a related field and five years of experience where the primary function of the position was forestry management or horticultural work.

SUBSTITUTION: A Master's Degree\* in Forestry, Plant Biology, Plant Sciences, Environmental Sciences or related field may be substituted for one year of experience.

SPECIAL REQUIREMENT: Applicant must possess New York State Department of Environmental Conservation Pesticide Certification in categories 2 and 3A within 6 months of hire.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree granting institution.

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Job Class Code: C3157  
Job Group: XIII