

TITLE: Environmental Analyst II (Watershed and GIS Specialist)

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

LOCATION: Narragansett Bay Estuary Program Office, Suite 393, 235 Promenade Street Providence, RI
02908-5767

SALARY: Grade and Step dependent upon level of experience and qualifications

ADDITIONAL INFORMATION: Benefits provided but not included in salary range: vacation, personal and sick leave, health, dental, disability and life insurance, and retirement plan. This position requires the incumbent to work five days a week, 7 1/2 hours per day, except for approved compensatory time; with the possibility for some night and weekend work.

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. Created in 1987, the Narragansett Bay Estuary Program (NBEP) is one of 28 national estuary programs designated pursuant to the federal Clean Water Act and funded, in large part, by the United States Environmental Protection Agency. NEIWPC is the NBEP program host. NEIWPC serves as program advisor and financial administrator to the NBEP and employs the program staff.

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 NBEP Program Director, who provides instruction on work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. Job performance is evaluated by the Program Director, in consultation with NEIWPC Lowell, MA staff.

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, review the performance of 1-5 professional personnel; and exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 professional and/or technical personnel; and exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 6-16 technical or professional personnel.

JOB SUMMARY: The Environmental Analyst (Watershed and GIS Specialist) is a member of a team consisting of NBEP Program Director and two Environmental Analysts and assists with various actions to implement NBEP's Comprehensive Conservation and Management Plan (CCMP) and annual work plan to restore and protect the Narragansett Bay and its bi-state watershed.

The Environmental Analyst (Watershed and GIS Specialist) assists with a range of environmental issues, including but not limited to, water quality, stormwater management, land use, watershed protection and restoration, habitat restoration, and adaptation to climate change. The Environmental Analyst (Watershed and GIS Specialist) will (a) develop and maintain systems for the collection and organization of environmental data and the creation, analysis, and mapping of geographic information system (GIS)

data; (b) provide project management, including building partnerships, developing project concepts, reviewing competitive grants, and assisting with project implementation; (c) compose and/or provide input to technical materials, and (d) supervise interns and contractors.

DUTIES AND RESPONSIBILITIES:

Project management. Work with the Program Director on a variety of projects related to implementing the NBEP's CCMP and annual work plan. Assist in the development of a periodic Status and Trends Report for Narragansett Bay and its bi-state watershed. Supervise interns and contractors, including assistance in the preparation of Scope of Work, job description, budget, and performance of tasks.

Workgroups and Partnerships. Engage NBEP's partners (federal, state, non-governmental institutions, University, and private) to share, gather, and track data as needed for different partnerships, indicators, restoration projects, and progress toward goals. Ensure NBEP's partners have necessary information regarding policies, program, stat, and other information to assist in implementing the CCMP and annual work plan. Fosters bi-state and across institutional partnerships. Collaborate with partners and other external parties to raise awareness of NBEP. Participate in workgroups and technical committees.

Work plans/budgets/contracts/grants. Assist with the review and management of grants to fund projects. Provide reporting on contract deliverables under NEIWPC's contracts.

Programmatic topics and GIS. Coordinate data management, analysis, and display in different GIS platforms and formats, and manages large geospatial and non-geospatial databases (Access, Excel, GIS, etc). Coordinate the development and creation of new innovative GIS tools to effectively and creatively share information across different audiences. Compile, organize, analyze, and synthesize environmental data (for both watershed and estuary indicators); and assist in determining status and long-term trends of environmental indicators. Provide NBEP and partners with guidance on environmental issues (including watershed science and management; land use change; water quality; aquatic and wildlife habitat protection and restoration; stormwater management; climate change. Prepare progress reports for USEPA including performance monitoring data.

Quality management. Assist in the development and implementation of Quality Assurance Project Plans (QAPP).

Outreach. Present work products and programs to stakeholders and the general public.

Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NEIWPC's and NBEP's programs, organization, and policies, to exercise initiative, resourcefulness, and diplomacy 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:

Education

A master's degree, in environmental studies, natural science, resource management, biology, ecology, chemistry, or related field is preferred.

Experience

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

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 above may be substituted for a maximum of one year of the required (A) experience.*
- III. A graduate degree with a major in any of the fields above may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education towards such a degree will be prorated on the basis of proportion of the requirements actually completed.

Special Knowledge and Skills

- Knowledge and experience in estuarine science and management, especially in areas of water quality and quantity, watershed management, estuarine ecology, and/or stormwater management
- Technical understanding of broad range of issues related to watershed management, including environmental data, monitoring, assessment, planning, metrics, and adaptive management.
- Proven advanced proficiency in the creation, analysis, and mapping of GIS data.
- Ability to manage large databases of environmental data, in different formats.
- Experience with ArcEnterprise or ArcPro preferred.
- Demonstrated project management skills.
- Ability to work both independently and collaboratively as part of a team.
- Ability to translate technical and scientific information for a lay audience.
- Ability to work effectively with scientists, engineers, managers, and other regional stakeholders.
- Ability to take direction and/or feedback.
- Ability to supervise and provide guidance to interns and contractors as needed.
- Excellent communication skills, both verbal and written.
- Excellent interpersonal and presentation skills.
- Excellent organizational skills.
- Knowledge/experience with Narragansett Bay and its watershed resource issues preferred.

Environmental Factors

Duties are performed largely in an office setting but with need for travel to adjoining states for which private means of transportation must be available. 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 All Staff Meeting is mandatory.