

DEPARTMENT: ECONOMIC DEVELOPMENT
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 3, 2025

ENVIRONMENTAL MANAGEMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This interdisciplinary position involves performing a variety of technical duties related to the management and administration of environmental programs. The incumbent is responsible for researching data; interpreting environmental regulations; reviewing environmental reports; implementing a variety of planning and environmental programs; assisting with community outreach; and preparing summaries and reports as they may apply to land use, brownfields, and environmental management. Direct supervision is received from a department superior. The incumbent is permitted leeway for the exercise of independent judgment in carrying out the work in accordance with established rules, policies, procedures, and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists with performing and implementing work associated with environmental and brownfield grants;
2. Compiles work plans, quarterly reports, and annual reports for state and federal programs;
3. Reviews environmental reports, Phase I and II Environmental Site Assessments, and New York State Environmental Quality Review documents;
4. Assists with brownfield site identification and planning for redevelopment projects;
5. Performs field investigations as necessary for environmental data collection;
6. Provides environmental review assistance to other staff;
7. Assists with managing environmental consultants;
8. Serves as a team lead and team member on various projects;
9. Prepares and maintains a variety of planning statistics, data, plans, charts, records and reports;
10. Collects, organizes and maintains environmental information related to land use activities;
11. Performs environmental analysis on existing and newly created data to determine project impacts and guide planning policies;
12. Assists staff in organizing public information meetings and environmental outreach materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of federal, state, and local planning and environmental policies and regulations; thorough knowledge of brownfields and contamination issues; working knowledge of current methods for collecting, analyzing and interpreting statistical data; skill in the use of modern software applications at an acceptable rate of speed and accuracy; strong planning, organizational, and problem-solving skills; ability to conduct environmental analysis and perform technical and administrative tasks with accuracy and a high degree of attention to detail; ability to read and interpret technical material, reports, and maps; ability to plan and implement environmental programs, including grant preparation and administration; ability to compile, maintain, and prepare data, records, and reports; ability to work independently, manage multiple tasks, and prioritize work to meet deadlines; ability to communicate effectively both verbally and in writing; ability to work effectively with diverse groups of people, including the public, staff, and elected officials; initiative and resourcefulness; creativity; dependability; tact and courtesy; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation with a Bachelor's Degree in urban planning, environmental studies, natural or physical science, sustainability studies, environmental engineering, natural resource management, environmental management, environmental policy, or related field **and** one (1) year of full-time paid experience in planning, environmental analysis, brownfields work, or the environmental field.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.