

1. Council's Executive Director

Responsibilities of the Position include: serving as the full-time operational manager of the Council, including management of Council staff and Council finances, scheduling of regular Council meetings; preparation of board reports and meeting minutes, representing the Council at various external meetings involving regional issues; responding to requests from County officials, Council members and media and interacting on a regular basis with various governmental, business, institutional, educational, environmental, advocacy, groups and various other stakeholders on issues affecting Long Island's sustainability and quality of life for all Long Islanders.

Qualifications and Experience Requirements of the Executive Director include:

- Bachelor's Degree in a related field
- A minimum of 20 years of experience in planning, government, law, science or engineering, program management or other related field
- A professional license or certification (i.e., law or professional engineering license, AICP, or related certification) may substitute for 5 years of required experience
- Detailed working knowledge of Long Island government, institutions, business and non-governmental organizations

2. Long Island Nitrogen Action Plan (LINAP) Program Manager

The Long Island Regional Planning Council ("the LIRPC") in cooperation and association with the New York State Department of Environment Conservation ("DEC") has embarked upon the development of a LINAP in order to protect Long Island's ground and surface waters from further contamination and degradation from the discharge of nitrogen-containing compounds and the associated environmental and economic impacts that result from such pollution.

In order to accomplish the goals of the LINAP, the LIRPC and DEC desire to retain the part-time services of a Program Manager for the development of such plan.

The Program Manager of the LINAP shall provide overall program coordination, administration and short and long-term planning for the LINAP in cooperation with the LINAP Project Management Team.

The Program Manager's duties shall involve administration of a state-funded program designed to support DEC and LIRPC's development of a Long Island Nitrogen Action Plan (LINAP), as funded in the 2015 New York State budget.

The incumbent is likely to participate in extensive interaction with private citizens, representatives of local, state and federal governments, elected officials, businesses, members of the local news media, universities and environmental and economic development organizations and others. The LINAP Program Manager shall serve as the lead for development and implementing initiatives and partnerships prioritized by the LINAP Project Management

Team to support the implementation of a Long Island Nitrogen Action Plan. These are likely to include initiatives related to pollution prevention in the agricultural and urban stormwater sectors; habitat protection and restoration; onsite and regional wastewater management systems.

The Program Manager will accomplish this by:

- Building, strengthening and maintaining effective partnerships or working relationships with key stakeholders involved on Long Island
- Enhancing collaboration and coordination among agencies and organizations at federal, state, provincial, and local levels
- Promoting integration of environmental, economic, and social dimensions, agendas and constituencies, and facilitating collaboration towards common goals
- Preparing agendas for, scheduling, and summarizing LINAP Project Management team Conference Calls and Meetings, and preparing briefings for the Executive Council
- Facilitating the LINAP Project Management Team's development of a detailed scope of work for developing the LINAP, including the development of a request(s) for proposals to assist in the development of the plan
- Assisting the LINAP Project Management Team in identifying relevant subject matter experts to provide technical assistance, data acquisition and expertise in the development of the LINAP, as appropriate
- Leveraging program resources by focusing on support of and technical assistance to partners
- Working with partners to identify information needs, and to acquire, interpret, and disseminate data to support informed, science-based decision-making
- Working with partners to keep the public and policymakers informed about conditions and issues
- Stimulating discussion on pertinent issues and enhancing knowledge and skills to address them through workshops, forums, reports, and training
- Establishing a proposal review team, consisting of members from the LINAP Project Management Team, as well as external peer reviewers as allowed by the relevant procurement process. The proposal review team will assist in the development of the RFP, as well as in the review of proposals and selection of projects for funding
- In consultation with the Project Management Team, developing a scope of work or scopes of work for procurement of technical assistance as set forth herein, or as otherwise directed by the Project Management Team
- Coordinating with the Project Management Team on the procurement process and execute service contract(s) with the provider(s) of such technical assistance, selected in consultation with the LINAP Management Team
- Coordinating with the Project Management Team on managing the service contract(s) throughout the life of the project, in collaboration with the LINAP Management Team including review of progress reports, and payment approval
- Coordinating with the Project Management Team to finalize work plans with contractor and produce/issue contracts

- Coordinating with Project Management Team to manage all funded projects, including correspondence with contractor, project monitoring and tracking, invoice processing, budgets, and review of all deliverables, (e.g., quarterly progress reports, final reports, and models, etc.). Appropriate members of the proposal review team will be requested to assist in the review of (and comment on) draft final deliverables. A service contract or contracts either through LIRPC or NYSDEC will be obtained for:
 - Assisting the LINAP Project Management Team with all aspects of drafting and editing of the LINAP
 - Assisting the LINAP Management Team to respond to and incorporate stakeholder and agency comments, to develop a final LINAP; and preparing a feasibility and alternatives analysis for County-wide water quality management districts for Suffolk and Nassau Counties

The Project Manager may:

- Provide direction and leadership to the LINAP staff in the implementation of the Long Island Nitrogen Action Plan and other program activities. As part of supervision, track and manage staff activities to ensure annual workplan commitments are met
- Support LINAP Project Management Team and technical subcommittees in the implementation of the program, as appropriate
- Be responsible for overall management of the LINAP office and supervision of the office staff (as appropriate)
- Play a strong role in syntheses of scientific information concerning water quality change, including development of the periodic status and trends reports
- Work on the management of LINAP grants and funding contracts, where appropriate
- Approve invoices, travel vouchers, and timesheets for final review and payment
- Design and implement a planning process to actively involve the public in developing policies and strategies
- Facilitate public meetings to maximize public participation and determine public priorities
- Oversee production of reports and publications including: technical reports and white papers, outreach materials, press releases, newsletters and promotions materials
- Participate in organizing intergovernmental meetings and conferences
- Communicate and share responsibilities effectively and appropriately with management and staff
- Other duties as assigned

Qualifications for the Project Manager shall include:

- A Graduate Degree in science, engineering, public administration or other related fields
- Applicants must have at least fifteen years of progressively responsible full-time technical or professional experience in a field related to sciences, engineering or public policy

Special Knowledge and Skills:

- Knowledge of budget preparation, grants writing and contract management

- Knowledge or planning principles and implementation techniques related to land use and water quality protection
- Knowledge of the principles and practices of public administration
- Knowledge of biological, chemical and physical water quality indicators
- Knowledge of land use and water quality relationships
- Working knowledge of natural resources management
- Working knowledge of the principles and practices of public relations
- Knowledge of public involvement and public participation theory and techniques
- Ability to work both independently and as part of a team
- Ability to exercise considerable tact and diplomacy
- Ability to establish and maintain effective working relationships with diverse groups
- Must communicate effectively, both verbally and in writing
- Effective leadership and business management skills

The following knowledge and skills would be considered a positive attribute to a prospective candidate:

- Knowledge of the legislation and programs related to LINAP
- Knowledge of the organization of state government
- Knowledge and understanding of federal environmental laws and regulations
- Ability to identify policy needs and coordinate policy development teams
- Ability to draft proposals, legislation, press releases, budgets, contracts, cooperative agreements and a variety of reports
- Ability to facilitate large group meetings
- Ability to mediate disparate opinions and negotiate acceptable solutions

Time / Environmental Factors:

The position is expected to be a part-time position with an estimated time commitment of 1500 hours per year. Duties are performed largely in an office setting, but with need for travel for which private means of transportation must be available. Evening and weekend duty may be necessary. Experience with facilitating public participation meetings is considered an important asset for candidates.

1 & 2, Compensation for Executive Director and LINAP Program Manager:

Salary and benefits for the above positions will be commensurate with candidates' education, experience and overall qualifications.

Kindly send resumes with letters of interest by **March 31, 2016** to:

John D. Cameron, Jr.
 Chairman
 Long Island Regional Planning Council
 1864 Muttontown Road
 Syosset, NY 11791