



Tompkins County Water Resources Council

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<http://www.tompkinscountyny.gov/planning/committees-wrc>

RESOLUTION 2020-01: Approval of water resource coordinator job description

1. Whereas, in August 2019 the Tompkins County Water Resources Council (WRC) submitted a letter to the Tompkins County Legislature for the addition of a dedicated water resources staff person to be included in the Tompkins County budget for 2020; and
2. Whereas, while the position was not included in the 2020 budget, the WRC was encouraged to develop a job description for the position; and
3. Whereas, an ad hoc committee was formed to develop the job description; and
4. Whereas, with the economic challenges of 2020 and beyond, it was understood that the position would not be submitted for the 2021 budget; and
5. Whereas, the ad hoc committee identified a number of existing plans that are in need of implementation, such as Cayuga Lake Watershed Restoration and Protection Plan, DEC HABs Action Plans for Cayuga and Owasco Lakes, Tompkins County Comprehensive Plan, Tompkins County Hazard Mitigation Plan, Tompkins County Conservation Strategy, Enhancing Water Resources in Tompkins County: Benefits of Riparian Areas and Stream Buffers, and Tompkins County Water Quality Strategy; and
6. Whereas, the ad hoc committee also identified the need for support to develop or update regulations and plans, such as Watershed Rules and Regulations, Tompkins County Sanitary Code, Drinking Water Source Water Protection Plans, TMDL implementation goals, and MS4 Stormwater Regulations; and
7. Whereas, the water resource coordinator job description will need future revisions, including the addition of minimum qualifications, based on the department or agency in which the position is created;

Therefore, be it resolved, that the WRC approves the water resource coordinator job description with the understanding that the description may be revised in the future to meet the contemporaneous water resource needs of Tompkins County.

Approved August 17, 2020

**WATER RESOURCE COORDINATOR
TOMPKINS COUNTY**

(approved by Water Resources Council 8/17/20)

DISTINGUISHING FEATURES OF CLASS

The incumbent of this position is responsible for coordinating the County's program to protect and enhance surface and underground water resources in Tompkins County. This position is responsible for communicating water resource concerns to stakeholders in the County that affect land use, climate change, transportation, community development, economic development, and environmental planning and regulatory activities. The work is performed under the general direction of the Tompkins County Planning Commissioner/Director of Tompkins County Environmental Health/ or Director of the Tompkins County Soil and Water Conservation District with allowance for a high level of autonomy and independent judgement when carrying out the responsibilities of the position.

TYPICAL WORK ACTIVITIES:

- Reaches out and assists municipalities throughout Tompkins County to help implement recommended actions from existing plans impacting water quality
- May provide support for updating or developing regulations and developing plans related to water resources
- Identify gaps in existing data, plans, and studies
- Works with existing departments, municipalities, and agencies to encourage the adoption of local land use regulations, model laws, and best management practices throughout the county that will protect and improve water quality within the Cayuga Lake watershed
- Encourages inter-agency cooperation with County departments, municipalities, regional, state, and private agencies to develop and implement plans, regulations, projects, etc. related to water resource planning
- Works with other counties to advance a regional approach to water resource management to include identifying priority water quality improvement projects and exploring inter-municipal partnerships for purposes of accomplishing regional water resource initiatives that protect and preserve water quality
- Works with existing watershed groups on water quality priorities detailed in existing plans for Cayuga Lake, Owasco Lake and Upper Susquehanna watersheds
- May be appointed to serve on watershed, regional and state committees
- Makes both formal and informal presentations to inform and advise citizen advisory boards, legislative bodies, and public officials on water resource related projects and best management practices
- Provides technical and administrative support to Tompkins County municipalities in identifying and advancing water quality improvement projects. This may include help with grant writing and limited project administration
- Coordinates financial and in-kind match with local and regional partners to meet grant requirements
- Does related work as required

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of water resource regulations, protection principles and practices, policies and programs and environmental planning principles and practices
- Good interpersonal and communications skills to work effectively with the public, advisory boards, legislators, elected officials, and those working on water quality concerns within the watersheds of Cayuga Lake, Owasco Lake, and Upper Susquehanna
- Good knowledge about the principles of planning, land use, and public health as they relate to water resource preservation
- Good understanding of potential water quality contaminants, water quality monitoring, and water supply and onsite wastewater treatment as it relates to water quality concerns
- Ability to develop and maintain good public and professional relations, under tight deadlines, and display good professional and rational judgement in dealing with controversial issues
- Ability to function on and lead teams of County staff, representatives from other agencies, and/or interested citizens
- Ability to prepare grant applications and administer grants in support of water quality and resource programs within the county and watersheds
- Ability to assist in preparing and to monitor contracts between the County and consultants working on behalf of the County
- Strong office computer skills
- Ability to interpret and evaluate scientific and policy-related reports, regulations and statutes

MINIMUM QUALIFICATIONS – (to be developed based on department in which position is created)