



TOWN OF GREENWICH
invites applications for the position of:

Assistant Director of Environmental Affairs

An Equal Opportunity Employer

SALARY: \$95,601.00 - \$123,355.00 Annually

OPENING DATE: 08/30/22

CLOSING DATE: 09/13/22 04:00 PM

GENERAL STATEMENT OF DUTIES:

Assists the Director with leading the Town's Environmental Affairs Department in a broad range of natural resource conservation projects and implementing the Inland Wetlands and Watercourses regulations. Reports to the Director of Environmental Affairs.

How To Apply:

For consideration, applications must be submitted to:

<https://www.governmentjobs.com/careers/greenwichct/jobs/3702145/assistant-director-of-environmental-affairs>

QUALIFICATIONS:

Education and Experience:

Bachelor's degree from an accredited college or university in Environmental Science or a related field, plus 5 years of wetlands and natural resource management experience, which includes at least two years of supervisory experience.

Qualifications:

Demonstrated knowledge in environmental sciences and natural resources.

Proven understanding of Connecticut's Inland Wetlands and Watercourses Statutes and Regulations, Tidal Wetland Statutes and Regulations, key case law regarding wetland regulations, and the Freedom of Information Act.

Demonstrated knowledge of the operations of Municipal, State and Federal governments.

Demonstrated proficiency in the use of geographic information system (GIS), Microsoft Office programs (Word, Excel, PowerPoint), and other business software.

Proven ability to analyze technical reports, maps, aerial photographs, soils maps and engineering/construction drawings.

Proven communication skills, including the ability to make effective public presentations.

Proven ability to supervise, plan, direct and evaluate work of subordinates.

Demonstrated ability to establish and maintain effective working relationships with all stake holders.

Ability to traverse rocky, steep or swampy terrain as required for site inspections.

JOB DESCRIPTION:

Department: Environmental Affairs

Bargaining Status: Management

Salary Range: LIUNA B

FLSA: Exempt

Duties and Responsibilities:

Assumes the responsibilities of the Director in the Director's absence.

Coordinates department operations; communicates staff assignments and participates in supervision of assigned personnel.

Provides professional and technical guidance to the Inland Wetlands and Watercourses Agency, Conservation Commission, elected officials, Town departments, and the public as requested.

Reviews permit applications, composing conditions of approvals/denials, and, as warranted, securing a consultant.

Conducts on-site inspections of properties to investigate possible violations, as well as confirm compliance with regulations and IWWA permit conditions.

Assists land owners in understanding wetland/watercourse protection and best conservation practices for natural resources protection, including making recommendations on ways to minimize adverse impacts on wetland areas prior to the submission of official wetland applications.

Works with the public to review permit need questionnaires and provide general guidance during public counter hours.

Participates in regular and special meetings of the Agency, Commission, and other organizations and presents information as required.

Coordinates monthly meeting of the Conservation Commission and oversees Commission projects as assigned by Director.

Represents the Conservation Commission on Town and external committees, as assigned.

Assists with the communication and coordination of Agency matters to media outlets and various Town agencies and departments.

Supports Town Policies and Philosophies.

Performs other related work as required.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.greenwichct.org>

Job #22-23-00090
ASSISTANT DIRECTOR OF ENVIRONMENTAL
AFFAIRS
EM

OUR OFFICE IS LOCATED AT:
101 Field Point Road
Greenwich, CT 06830
203-861-3188
Erica.Mahoney@greenwichct.org

Your application is a critical component of the examination process and should contain all of the areas in which you have developed expertise, matching your professional experience with the specific requirements

listed as minimum qualifications for the position.

The Town of Greenwich is Dedicated to Diversity and Equal Opportunity Employment

Assistant Director of Environmental Affairs Supplemental Questionnaire

- * 1. Please identify your highest level of education:
 - High School
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. Please identify the focus of your degree?
 - Environmental Science
 - Closely related field
 - Not applicable
- 3. If you said closely related field, please specify:
- * 4. How many years of professional experience do you possess in wetlands and natural resource management?
 - Less than 5 years
 - 5-7 years
 - 7-9 Years
 - More than 9 years
- * 5. Please list the dates and name the organizations where you gained the experience in the question listed above. To determine whether or not you are qualified, the experience you list must also be listed in the work experience section of the application.
- * 6. How many years of staff supervisory experience is contained within the above referenced experience in wetland and resources management?
 - Less than 2 years
 - 2-4 years
 - More than 4 years
- 7. Please summarize your supervisory experience (i.e., how many staff members, what were their titles, etc.).
- 8. Please explain your level of technological expertise with both GIS software and the Microsoft Office Suite (Word and Excel).
- 9. Briefly explain your experience providing professional and technical guidance regarding Connecticut's Inland Wetlands and Watercourses Statutes and Regulations:
- 10. The Town of Greenwich requests that you please upload your resume and a cover letter
 - Yes, I understand that I need to upload my resume and cover letter

* Required Question