

Organization: NYS Tug Hill Commission

Title: Associate Director of Community & Regional Projects

Location: Watertown, NY

Application Deadline: October 22, 2021

Anticipated Start Date: January 1, 2022

The New York State Tug Hill Commission seeks an Associate Director of Community & Regional Projects to serve as part of the commission's management team. The successful candidate will report to the executive director and oversee several staff in the areas of natural resources, community development, GIS and community outreach.

TYPICAL WORK ACTIVITIES:

- Supervise and carry out work according to established priorities and within budgeted resources;
- Oversee the analysis, evaluation and processing of work performed by supervised staff;
- Direct and assist in the preparation of technical reports and research efforts;
- Maintain guidelines and protocol in providing technical assistance to local governments, local organizations, state and federal agencies and non-governmental organizations within the region;
- Serve as a moderator, speaker or panel participant at meetings;
- Participate in and facilitate public meetings;
- Coordinate with the Director of Planning on cross-disciplinary projects;
- Provide support to the Executive Director for budget preparation, organizational development, and communications to local, regional, and state representatives;
- Other related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, and PERSONAL CHARACTERISTICS:

- Ability to exercise sound professional judgment;
- Ability to undertake complex project development, coordination and related research work at a high professional level;
- Ability to work on interdisciplinary projects related to community development, natural resources, and planning;
- Ability to present oneself well and communicate effectively both orally and in writing;
- Ability to get along well with others, especially local officials;
- Ability to attend evening meetings throughout the Tug Hill region;
- Proficiency with word processing, spreadsheet, database, and presentation software;
- Experience with Geographic Information System (GIS) software a benefit.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in public administration, planning, natural resources, community development, environmental science, or related field required. Master's degree desired, but not required. Degree requirement may be substituted with substantial relevant experience.

- Five to seven years of progressively responsible work in public administration, community development, natural resources or other related field. Supervisory experience desired but not required. Experience working with local governments in NY highly desired. The successful candidate must also have excellent oral and written communication skills. Experience with Microsoft Office programs, QGIS, Adobe products desired.
- NYS Driver's License.

SALARY:

The Associate Director of Community and Regional Projects is a Management Confidential (M/C) NYS Grade Equivalent 23. The expected starting salary is \$76,326. The position also includes M/C benefits of health insurance and NYS retirement, as well as other benefits. For more information regarding M/C positions and benefits, see:

<https://goer.ny.gov/management-confidential-mc>.

CONTACT:

Submit a letter of interest and resume to Katie Malinowski, Executive Director, NYS Tug Hill Commission, Dulles State Office Building, 317 Washington Street, Watertown, NY 13601, katie@tughill.org by October 22, 2021.