

Organization: NYS Tug Hill Commission

Title: Project Specialist

Location: Watertown, NY

Application Deadline: September 1, 2022, but reviewed on a rolling basis

Anticipated Start Date: January 1, 2023

The New York State Tug Hill Commission is hiring an entry level Project Specialist to assist local governments and regional organizations in the rural Tug Hill region in the areas of natural resources, community development, and general technical assistance. For more information about the Tug Hill Commission see our website, www.tughill.org.

TYPICAL WORK ACTIVITIES:

- Project management, research and analysis on a variety of natural resources and/or community development projects, either based on local requests or commission strategic priorities;
- Preparation of outreach and educational materials including newsletter articles, graphics and social media posts.
- Assisting with conferences, workshops and meeting preparations.
- Seeking out and preparing grant applications in support of projects;
- The creation of maps and other GIS products in support of natural resources and/or community development projects;
- The organization and/or delivery of training workshops for local officials and the general public on relevant topics;
- Writing of issue and technical papers related to natural resources and/or community development topics;
- Providing support to partner organizations where project priorities overlap and serving as the commission representative on assigned committees and organizations.
- Other related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, and PERSONAL CHARACTERISTICS:

- Ability to exercise sound professional judgment;
- Ability to undertake complex project development, management and related research work at a high professional level;
- Ability to work on interdisciplinary projects related to planning and general local government;
- Ability to present oneself well and communicate effectively both orally and in writing, including grant preparation and report 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 (Microsoft and Adobe products); and
- Proficiency with Geographic Information System software (particularly QGIS).

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited college with Master's degree in public administration, community development, natural resources or other related field; or
- Graduation from a regionally accredited college with Bachelor's degree in public administration, community development, natural resources or other related field, or related field and two years of full-time paid experience in similar types of work.
- Degree requirement may be substituted with substantial relevant experience.
- NYS Driver's License.

SALARY:

The position of Projects Specialist is a Management Confidential (M/C) NYS Grade Equivalent 14. The expected beginning salary is \$49,834. 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 letter of interest and resume to Jennifer Harvill, Projects Director, Tug Hill Commission, 317 Washington Street, Watertown, NY 13601, jennifer@tughill.org no later than September 1, 2022.