

Organization: NYS Tug Hill Commission

Title: Project Specialist

Location: Watertown, NY

Application Deadline: October 27, 2023

Anticipated Start Date: March 1, 2024

The New York State Tug Hill Commission is hiring an entry level Project Specialist to provide assistance to local governments and regional organizations in the rural Tug Hill region of upstate New York 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 development, management, research and data analysis on a variety of natural resources and/or community development projects, either based on local requests or commission strategic priorities. Project topic examples include municipal infrastructure, main street revitalization, historic resource preservation, and recreation and tourism, among others;
- 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 community projects;
- Creating maps and other GIS products in support of natural resources and/or community development projects;
- Organizing and delivering training workshops for local officials and the general public on relevant topics;
- Writing 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 professional level;
- Ability to work on interdisciplinary projects related to planning and general local government;
- Ability to get along well with others, especially local officials, putting personal opinions and views aside;
- Have a positive attitude and be willing to learn about new topics and effectively explain to a wide variety of audiences including peers, local officials, and professional staff outside the organization;

- Ability to present oneself well and communicate effectively both orally and in writing, including grant preparation and report writing;
- Ability to attend evening meetings as required throughout the Tug Hill region;
- Proficiency with word processing, spreadsheet, database, and presentation software (Microsoft and Adobe products); and
- Geographic Information System software knowledge is desirable, but willingness and ability to be trained is also acceptable (particularly in QGIS).

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited college with Bachelor's degree in public administration, community development, planning, geography, political science, natural resources or other related field.
- 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 \$53,403. 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://oer.ny.gov/management-confidential-mc>.

CONTACT:

Submit letter of interest and resume to Jennifer Harvill, Associate Director of Community and Regional Projects, NYS Tug Hill Commission, 317 Washington Street, Watertown, NY 13601, jennifer@tughill.org by October 27, 2023.