



**Dutchess County
Environmental Management Council (EMC)
Position Description: Guidelines for
At-Large Appointed EMC Members**

Position Title: EMC At-Large Appointed Member

Primary Role:

The Environmental Management Council (EMC) is Dutchess County's official citizen advisory board, whose mission is to advise Dutchess County officials on the protection and sustainable use of natural resources, and to help to raise awareness of the public about local environmental issues. The EMC is accountable to the Dutchess County Legislature and members are appointed to their volunteer positions by the Legislature. The EMC works closely with the staff of Cornell Cooperative Extension Dutchess County (CCEDC's) Environment Program and the DC Planning Department. EMC Primary Responsibilities are outlined below:

Shared Responsibilities among Members may include:

- Providing input and advice on local environmental issues to the Legislature and Dutchess County officials. Help encourage sustainable land use and smart growth, the adoption of local environmental ordinances and Greenway/Low Impact Development policies.
- Working to increase education and awareness of local environmental issues by the residents of Dutchess County using research-based information. Contribute content and photos for the DC EMC website: <http://dutchessemc.org>.
- Helping facilitate information exchange between municipal officials, county agencies, members of local conservation commissions (CACs), other county EMCs, and agencies such as the NYS DEC, to increase cooperation on local environmental issues.
- Working on Inventories & Mapping: learn about and help to promote the use of county/municipal GIS natural resource mapping tools and software by local municipal officials (including GIS surveys and Natural Resource Inventory (NRI)). Help to update the NRI as needed.
- Preparing reports, such as an Annual Report to the Legislature and County no later than April 1 of each year concerning the activities and work of the EMC, and submit other reports and recommendations as required.

- Other Projects: Carry out duties that are consistent with the EMC's advisory role regarding the management and protection of natural resources in Dutchess County.

Degree and Experience:

- B.S. or B.A. degree in the environmental field encouraged, and/or equivalent work experience, with strong knowledge of and/or interest in local planning, environmental, and natural resource issues and policies.

Desired Skills and Abilities:

- Ability to contribute considerable time to EMC projects and programs, independently and as part of a team, taking direction from the Legislature and in collaboration with the CCEDC Environment Program staff.
- Ability to set-aside personal beliefs and represent only those research-based positions approved by the EMC as a whole.
- Ability to set priorities and organize work to help the EMC complete projects and reports.
- Working knowledge of computer hardware & software strongly encouraged; must have a working personal email address and ability to check email and the internet on a regular basis.

Special Requirements:

- Ability to attend EMC meetings on a regular basis (meetings are held on average once a month in the evening) and participate in occasional weekday and/or weekend events on behalf of the EMC, in line with the EMC attendance policy.
- Willingness and ability to travel (by car, bus) to meetings and educational workshops in Millbrook, NY and other areas of Dutchess County; may be asked to help transport educational materials to various off-site locations.
- Excellent interpersonal and communication skills; ability to relate to diverse audiences, respect diversity, and to be respectful (and respected) during EMC meetings, projects and events. Dutchess County is committed to establishing and maintaining an environment free of discrimination and promoting the values of diversity through the daily practice of professionalism, respect, acceptance and understanding.

Position Description Content Review:

- Shared with EMC: May 25, 2010 & May 28, 2010
- Shared with DC Planning: May 28, 2010
- Shared with Dutchess County Legislature: June 2, 2010

Dated: June 2, 2010