

CLASSIFICATION SPECIFICATION FOR: ENVIRONMENTAL SERVICES COORDINATOR

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under general direction, this position performs as administrative staff for environmental programs related to sustainability, renewable resources, recycling, solid waste and integrated waste management. Provides educational programs and public information to raise environmental awareness in the community. Represents the Town at governmental, community and business meetings related to environmental concerns.

DISTINGUISHING CHARACTERISTICS

The Environmental Services Coordinator is an hourly position that reports to a Parks and Public Works manager. Although direction is provided, the position exercises independent judgment in producing deliverables and completing projects and activities.

ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Develops written plans for a variety of environmental programs.
2. Coordinates the planning and implementation of Town recycling programs.
3. Gathers, organizes and analyzes information and conducts studies to make recommendations for programs, policies and projects related to sustainability and the environment.
4. Prepares and presents written reports.
5. Interprets Town policies and procedures; analyzes legislation and any impacts to the Town.
6. Attends meetings with government, community and business representatives to develop solutions to problems of mutual concern.
7. Conducts research and coordinates with departments to obtain and relay information in response to public questions and concerns.
8. Prepares submittals for grants and awards; conducts activities associated with grants received for environmental purposes.
9. Assists with special projects as assigned.
10. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Two years of administrative work related to Public Administration, Natural Resource Management, Environmental Management, BioScience or a related field.
- Requires possession of a valid California Driver’s License and satisfactory driving record as determined by the Town.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General principles of public administration including general staff work and project management;
- Computer applications including but not limited to word processing, spreadsheets and presentation software;
- Research techniques;
- Town policies and department operating protocols.

Skills and Abilities to:

- Analyze local, state and federal environmental laws, proposals and data;
- Organize, plan, schedule and execute work to meet deadlines;
- Communicate effectively both orally and in writing;
- Perform administrative support work using independent judgment;
- Prepare and proofread written and electronic information for public dissemination;
- Explain and demonstrate emergency preparedness;
- Make recommendations in accordance with laws, regulations and policies;
- Establish and maintain effective working relationships.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting and standing for extended periods of time; some walking, reaching, twisting, turning and stooping; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee works indoors in an office environment in direct contact with other Town personnel and the public.

Representation: Town Employees Association (TEA)	EEOC Category: Administrative	FLSA: Non-Exempt (Hourly)
History July 2011: Class established		