

DEFINITION

Under general supervision, plans, implements, and manages environmental programs for the City; ensures environmental programs are compliant with State and Federal legislative mandates; may be assigned tasks related to City functions that may have environmental components, such as garbage/recycling collection service contracts, and public outreach.

DISTINGUISHING CHARACTERISTICS

Environmental Program Manager has overall responsibility for environmental programs and activities.

SUPERVISION EXERCISED AND RECEIVED

Reports to senior-level Public Works Department staff. Manages and provides direct oversight to staff within programs as assigned.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Manages environmental programs and complex projects to ensure City compliance with federal and state laws, regulations, and programs regarding environmental components;
- Reviews and evaluates current and proposed environmental legislation and regulations; determines the impact on City operations; and solves problems through recommendations of new policies, plans, and procedures;
- Informs and advises management and other City staff on issues, policies, and strategies relating to environmental performance and compliance;
- Performs a variety of audits and assessments to determine compliance with environmental requirements; assists and makes recommendations to City departments in preparing best practices, standard operating procedures, and plans;
- Prepares and administers contracts and agreements with third parties to provide environmental services;
- Analyzes and assess program implementation, milestones, results, and stakeholder feedback to strategize about the evaluation of program design, outreach, and implementation activities;
- Manages enforcement activities for the assigned programs; provides outreach on environmental programs, services, and their benefits;
- Represents the City at meetings to address program and environmental issues; attends events to promote department programs and efforts;
- Supervises and supports the work of technical, professional, and support staff; develops work and performance expectations; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Federal, State, City, and other local regulations; policies regarding environmental compliance; principles and practices of program and project management; methods of planning and implementing an effective public outreach program; methods and techniques used in planning and marketing events, programs, and services; styles and techniques in writing talking points, brochures, and overall marketing content; and effective written and verbal communication skills.

Ability to: Gather and analyze information regarding environmental programs and compliance; research, evaluate, and recommend policies and programs to comply with State laws and regulations and effectively minimize risk; exercise discretion and judgment in dealing with sensitive and controversial issues; develop brochures and pamphlets; provide prompt, effective, and responsive customer service; exercise appropriate judgment in answering questions; communicate clearly and concisely, both orally and in writing; establish and maintain effective work relationships with those contacted in the performance of duties; and work effectively under deadlines.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Graduation from an accredited four-year college or university with a degree in environmental science, public administration, urban planning, or related field.

Experience: Four (4) years progressively responsible experience in environmental compliance, environmental management, planning, or in a related field. Municipal experience highly desirable.

Licenses: Possession of a valid California Class C driver's license.

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; physical stamina and mental alertness to work additional hours to meet deadlines; hear and speak well enough to converse by telephone and in person and be clearly understood.