

## **ENVIRONMENTAL MANAGEMENT ACTIVITY MANAGER**

### CODES/PAY RANGE

Class Code: 3610    EEO Code: A    FLSA: E    Pay Range: E

### MAJOR FUNCTION

Responsible work in planning, directing, and supervising the operations of an activity in the Environmental Management division.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs as a chief administrative officer for an environmental activity.

Prepares and periodically monitors the annual activity budget.

Confers with staff to formulate environmental plans, coordinate program activities, and establish reporting procedures. Schedules and assigns duties to staff.

Reviews program operations to ensure coordination of efforts and timely submission of reports.

Analyzes reports to evaluate program effectiveness and budgetary needs.

Plans, directs and coordinates activities of staff involved in developing procedures and techniques to solve problems.

Provides periodic status reports concerning program areas. Prepares County Council agenda items.

Formulates and recommends rules and regulations for consideration.

Disseminates information and renders assistance regarding environmental concerns. Cooperates with all Federal, State and local environmental agencies and departments.

Inventories, studies and observes environmental conditions throughout the County.

Performs related work as required.

**(Environmental Management Activity Manager continued)**

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practice of management as applied to environmental issues.

Knowledge of community problems in relation to the needs for environmental management.

Knowledge of the modern trends and practices in the environmental field.

Ability to supervise employees. Ability to express oneself clearly and concisely both orally and in writing. Ability to prepare and analyze budgetary tools and documents.

**MINIMUM QUALIFICATIONS**

Bachelor's degree with a major in Environmental Science or related field and five (5) years of experience in environmental protection activities with at least two (2) years in a responsible supervisory position.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

**ADA REQUIREMENTS**

Mental Demands: Ability to read technical and professional journals and manuals, legal documents, financial reports, reports. Ability to write comprehensive reports, memos, summaries, financial reports, letters. Ability to perform general mathematical functions. Ability to speak extemporaneously and publicly; conversant in practices and theories relevant to area of expertise. Ability to analyze data and develop conclusions. Ability to identify problems and develop resolutions.

Environmental Demands: Both inside and outside work. Limited exposure to inclement weather, dust, fumes, noise.

Physical Demands: Ability to see, talk. Ability to traverse uneven ground.

Revised 10/97  
Replaces 10/94