

ENVIRONMENTAL MANAGEMENT DIRECTOR

CODES/PAY RANGE

Class Code: 3616 EEO Code: A FLSA: E Pay Range: C

MAJOR FUNCTION

Highly responsible administrative and professional work in directing and supervising the County's Environmental Management Services group.

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.)

Develops division goals, objectives, and policies consistent with County policy and directs subordinates in implementation process. Directs the establishment and implementation of all standard operating procedures for the various programmatic areas.

Provides staff support and liaison for Environmental and Natural Resources Advisory Committee.

Provides assistance in development and administration of Minimum Environmental Standards required by the County Charter.

Continuously reviews Federal, State, and local laws, rules, and regulations pertaining to division operations and compliance. Serves as liaison to outside agencies.

Monitors and evaluates division programs for adherence to established objectives, policies, and procedures. Provides direction concerning program operation.

Directs site inspections, confers with staff, directs the investigation of complaints, reviews reports and provides technical assistance to staff as required.

Establishes and directs staff development and training opportunities. Conducts performance reviews and counsels staff as required.

Reviews all personnel matters including hiring, promotion of employees, and enforcement of disciplinary procedures.

Prepares division budget requests and projections. Directs business and financial affairs including review of purchases, monitoring of expenditures, budget amendments, and transfers.

(Environmental Management Director continued)

Promotes community knowledge and understanding of division activities via contacts with environmental interest groups, local officials, and the general public.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of State and local laws, rules, and regulations pertaining to programmatic areas under the Director of Environmental Management. Knowledge of E.P.A. and D.E.R. air and water pollution control laws. Knowledge of sampling and assessment procedures and equipment including basic chemistry. Knowledge of the principles and practices applied in pollution control and resource management programs.

Ability to develop objectives and direct effective long and short range plans for the accomplishment of stated objectives. Ability to supervise and organize the work of professional, technical, and clerical staff. Ability to communicate effectively both orally and in writing, including public speaking and the preparation of written reports. Ability to establish and maintain effective working relations with subordinates, other County offices, other professionals, environmental officials, and the general public. Ability to establish and utilize effective public relations programs and techniques to promote community understanding and awareness of environmental programs.

MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in Biology, Geology, Hydrology, Environmental Science, Environmental Engineering, Public Administration or a related field and five (5) years responsible administrative experience in environmental protection activities, with at least three (3) years in a responsible management and supervisory capacity.

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

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend professional and technical manuals, journals, reports, legal documents, financial reports. Ability to write comprehensive reports, summaries, letters, manuals, memos. Ability to perform general mathematical functions. Ability analyze data and develop conclusions. Ability to identify and resolve areas of conflict. Ability to speak publicly and extemporaneously.

Physical Demands: Sedentary work. Ability to talk, see.

Environmental Demands: Inside work.

Revised 10/94