

ENVIRONMENTAL COORDINATOR

DEFINITION

To plan, organize, coordinate and implement environmental program/operations for city development; to provide expertise and oversight in program elements for the organization; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel.

Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; implement policies and procedures.

Develop and implement CEQA/NEPA programs by compiling, evaluating, documenting and preparing environmental impact reports, environmental assessments, negative declarations, exemptions, and other environmental documents; coordinate city review and comment on environmental documents prepared for adjacent jurisdictions.

Prepare environmental permit applications for the U.S. Army Corps of Engineers, California Department of Fish and Game, California Reclamation Board, and Regional Water Quality Control Board, and other environmental permits and approvals; serve as Industrial Facility General Stormwater Permit Coordinator.

Serve as city liaison to state and federal resource agencies and implement related programs including but not limited to memorandums of agreements, habitat conservation plans or other regional conservation programs.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; oversee grant funds; monitor and control allocations and expenditures.

Negotiate mitigation requirements with federal and state agencies.

Environmental Coordinator

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Assist city staff with environmental review and permitting functions; provide final staff level approval authority over environmental documents prepared pursuant to CEQA for city projects.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Represent function on committees, outside organizations; and at staff subcommittees as necessary, coordinate environmental activities with other divisions and outside agencies.

Make presentations to the City Council, city commissions, community groups and outside agencies.

May plan, prioritize, assign, supervise and review the work of assigned staff related to program activities.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of CEQA/NEPA and environmental planning and development.

Methods and objectives of urban and natural resource planning.

Principles of budget and grant monitoring.

Research techniques used in the field of environmental coordination.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct environmental program activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent local, state, federal, and department policies and procedures.

Assist in the development and monitoring of assigned program budget and grants.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible experience in planning, permitting, environmental planning, or public works, including one year of project management responsibility.

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in environmental science, environmental studies, biology, ecology planning, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

12-20-18

05-12-07

09-15-98

06-29-95 Environmental Coordinator