

**County of Humboldt Job Specification**  
**ENVIRONMENTAL COORDINATOR**  
**Classification 0275**



**DEFINITION**

Under general direction, administers professional planning, research, data collection, and analysis related to environmental and natural resources programs and projects; prepares and presents planning studies, reports, and permit applications; provides assistance and coordination with the development and implementation of projects and the management, stewardship, and maintenance of County lands and infrastructure; leads professional Environmental Specialist staff; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Environmental Program Manager or Deputy Public Works Director – Environmental Services. Acts as a team lead over professional staff. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

This is the advanced-level classification in the environmental professional series in the Environmental Services Division of Public Works. Incumbents exercise independent judgment on diverse and specialized projects with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for providing professional level support to Public Works management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

Positions at this level are distinguished from the Environmental Specialist by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Environmental Project Manager in that the latter is the senior-level classification in the series responsible for planning, organizing, and coordinating the implementation of large and often complex projects with limited review. This class is distinguished from the Environmental Program Manager in that the latter is a management-level classification in the series responsible for oversight of environmental programs, with programmatic and budgetary administration duties.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Conducts data collection and information gathering for County projects; prepares correspondence and reports, including written descriptions, data summaries, maps, and graphic presentations.
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- Coordinates and participates in the environmental review process for County projects.
- Leads the work of junior staff on assigned projects; reviews the work of assigned staff for accuracy, completeness, and compliance with policies, procedures, and standards; participates in staff training activities.
- Coordinates assigned projects and tasks; prepares scopes, schedules and budgets; monitors expenditures; coordinates with partners and stakeholders; recommends refinements as necessary.
- Compiles and analyzes data and information to prepare technical environmental documents for review by other governmental agencies.
- Prepares materials for permit applications; applies for and obtains permits from other governmental agencies for various County projects.
- Conducts impact analysis on natural and cultural resources; prepares summary of findings and develops recommendations.
- Participates in the preparation and development of grant applications; confers with granting agencies to prepare grant agreements; administers grants and monitors budgets; serves as liaison with agency partners and sub-grantee entities; prepares necessary reports and maintain compliance with grantor and state requirements.
- Confers with staff from other divisions and provides input regarding environmental resource considerations in the design of County projects; assists with monitoring and reporting.
- Collects soil and environmental samples, reviews laboratory data, and researches applicable standards and screening levels to prepare reports and recommendations; assists with the operation and maintenance of water treatment systems.
- Works with contractors and consultants to prepare contracts and service agreements; monitors the work of such contractors and consultants.
- Maintains files and records, compiles data and prepares technical and administrative reports; prepares displays, maps, charts and other visual aids for reports and public presentations; edits and manages websites; assists in managing document archives.
- Conducts special studies and prepares varied correspondence and narrative reports.
- Monitors developments in the environmental management/natural resources field, evaluates their impact upon County activities and functions, and recommends policy and procedure changes.
- Performs other related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of natural resource management and environmental science.
- Principles of biological or environmental monitoring and data analysis.
- Basic theories, principles, methods, and tools of earth and biological sciences, such as biology, chemistry, botany, forestry, zoology, geology, and soils.
- Project development processes and report writing techniques.

- Applicable federal, state, and local laws, codes, and ordinances relevant to environmental permitting and compliance.
- Uses, impact, storage, and disposal parameters of chemical pollutants and hazardous wastes; contaminated site investigation and remediation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Research and analyze data pertaining to a variety of environmental and natural resources matters and develop effective courses of action.
- Maintain high attention to detail and perform quality review of work products.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Provide effective staff leadership and work direction.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in earth and biological sciences, natural resources management, environmental science, environmental engineering, or a related field

**and**

Three (3) years of experience performing professional environmental or natural resources work at a level equivalent to the County's classification of Environmental Specialist.

### **Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

### **PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 20 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and occasionally are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).