

County of Humboldt Job Specification
ENVIRONMENTAL PROGRAM MANAGER
Classification 0273



DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff and consultants performing difficult and complex professional and technical work related to programs and activities of the Environmental Services Division of the Public Works Department; manages the effective use of the County's resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Deputy Public Works Director - Environmental Services in areas of expertise; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Public Works Director - Environmental Services. Exercises direct supervision over professional staff.

CLASS CHARACTERISTICS

This is a management level class that manages the programs, projects, and activities of the Environmental Services Division of Public Works. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Deputy Public Works Director - Environmental Services in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other County departments, public and regulatory agencies, and community partners. This class is distinguished from the Deputy Public Works Director - Environmental Services in that the latter has responsibility for the overall management of the Environmental Services Division of the Public Works Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

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- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures; integrates best management practices.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of services, projects, and activities; assesses and monitors workload and administrative and support systems; identifies opportunities for improvement and recommends to the Deputy Public Works Director - Environmental Services.
- Manages and participates in the development and administration of and oversees assigned budgets; prepares and reviews staff reports for Board of Supervisors meetings.

- Participates in selection; trains, motivates, and evaluates assigned personnel; provides or coordinates staff training and professional development; provides quality control of staff work performance; works with employees on performance issues.
- Develops collaborative relationships with other County departments, local agencies, and organizations; represents Public Works and/or the County in meetings.
- Researches funding opportunities and develops grant applications in collaboration with partners; administers grant agreements; tracks and ensures expenditures are compliant with grant provisions; manages the implementation of grant-funded projects.
- Coordinates activities of the Humboldt County Fire Safe Council (FSC); organizes, facilitates, and sets agendas of quarterly meetings of the FSC; coordinates implementation of FSC initiatives and tracks progress thereof; serves as a technical advisor to the Council.
- Secures funding for and implements initiatives of the Humboldt County Community Wildfire Protection Plan (CWPP); ensures that the Fire Safe Council makes appropriate progress toward CWPP initiatives and goals.
- Coordinates the County's efforts in the North Coast Resource Partnership; reviews new and emerging mandates of the California Department of Water Resources (DWR) and ensures that North Coast Resource Partnership sub-grantee contracts and operations are compliant; explains new and revised contract provisions to sub-grantees as necessary.
- Coordinates with other Public Works divisions and programs, County departments and State and federal agencies; reviews projects and activities to ensure compliance with applicable laws and requirements, including the applicability of the California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA); directs project-specific analysis and prepares supporting documentation.
- Directs, plans, organizes, administers, reviews, and evaluates the work of professional and technical staff engaged in environmental permitting and compliance activities and preparation of environmental documents.
- Represents the department in negotiating and administering permits and approvals from State and federal permitting agencies; prepares permit applications and supporting documentation; develops project descriptions, impact analysis, and regulatory analysis; leads environmental significance determinations; coordinates development of environmental avoidance and minimization measures and mitigation measures.
- Develops Requests for Proposal (RFPs) and Requests for Qualifications (RFQs) and administers selection process; develops and administers professional services agreements.
- Monitors and directs work performed by professional consultants and integrates consultant work products into Public Works project development processes.
- Compiles data and information and prepares reports, including complex science-based reports.
- 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:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned areas of responsibility.

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of budget development and administration, County procurement and contracting procedures.
- Applicable federal, state, and local laws, codes, and ordinances relevant to natural resources planning and/or environmental permitting and compliance.
- Principles, practices, and methods of natural resources planning and environmental management.
- Practices, procedures, and provisions of California State Integrated Regional Water Management programs.
- Principles and practices of grant development administration, and sourcing.
- Processes, procedures, and standards of community fire planning
- Tribal governance structures, legal status, and best practices in consultation and engagement.
- Methods and techniques of effective technical report preparation and presentation.
- Methods and techniques of geographic information systems (GIS) data collection, analysis, and interpretation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the assigned unit.
- Administer complex, technical, and sensitive environmental management and natural resource planning and related programs in an independent and cooperative manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- 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.
- Cultivate and maintain positive professional relationships with partners and stakeholders.
- 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 environmental studies, natural resources, environmental planning, or a related field

and

Five (5) years of increasingly responsible management or administrative experience in professional natural resources planning or a related field.

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 inspect various construction sites; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although the job involves field work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing 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 25 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

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; but may be occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road

hazards, vibration, mechanical and/or electrical hazards, 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.