CLASS SPECIFICATION
Conservation Programs Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs a variety of professional conservation programs management responsibilities for assigned energy efficiency, solid waste recycling and other conservation programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Conservation Programs Specialist is the first class in the professional conservation program series. Initially, incumbents perform conservation and waste recycling projects of routine to moderate difficulty while learning City and bureau policies and procedures and professional techniques and requirements related to the broad areas of public information and education on conservation and waste recycling awareness and efficiency. As experience is gained, duties become more diversified and are performed with greater independence and authority.

Conservation Programs Specialist is distinguished from Conservation Programs Coordinator in that incumbents in the latter class independently perform conservation program responsibilities that are technically more complex and have greater business, community and residential impact.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Implements and administers assigned conservation and waste prevention programs to promote efficient energy use and waste prevention; participates in public outreach projects and campaigns; monitors and evaluates the effectiveness of established programs; develops work plans and time lines for projects; plans and facilitates meetings and sets meeting agendas; regularly meets with managers to determine improvement opportunities; works with City staff, contractors and various agencies on the administration of bureau programs; applies for grants and ensures compliance with grant requirements.

2. Disseminates information about programs and projects; designs, develops, produces and provides information, materials, workshops and educational outreach efforts to various community agencies on conservation and waste prevention issues and topics; manages marketing campaigns for assigned programs; develops print advertisements and writes articles; develops and coordinates mass mailings; administers program marketing budgets; coordinates with industry associations to reach targeted

audiences; maintains regular contact with and survey customers to obtain data and troubleshoot problems and issues; responds to program inquiries verbally or in writing.

3. Conducts basic research, compiles information and data and assists in the administration of a variety of program services; performs data analysis; uses and maintains databases; produces spreadsheets, tables, graphs and reports as needed.

4. Works with other City bureaus on the development City waste prevention and conservation contracts; works with attorneys on the preparation and implementation of legal forms including contracts, subcontracts, ordinances, grants, interagency agreements and memorandums of agreement; manages and maintains accountability for public money within contractual agreements and for special projects.

5. Acts as outreach coordinator for the sustainable development, conservation and recycling programs; develops education and training partnerships and partnership assessment tools; identifies new partnership opportunities; responds to program inquiries; develops education, curriculum and promotion and outreach materials.

OTHER DUTIES

1. Participates on various committees and groups as assigned.

2. Represents the City at local, state and regional meetings and conferences as assigned.

3. May supervise and provide work direction to administrative staff, technical staff, or volunteers.

4. Assists with the order and purchase of supplies for bureau programs; prepares specifications and contracts for the procurement of equipment; assists with inventory; works with Purchasing on bid requests; oversees delivery and distributes supplies to staff.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic energy conservation and waste prevention methods and techniques.

2. Office management and record keeping practices and procedures.

3. Program evaluation and implementation methods and techniques.

4. Principles and practices of business communication.

5. Principles and practices of education and outreach.

Ability to:

1. Analyze issues and problems, develop alternatives and make sound, appropriate recommendations.

2. Understand, interpret, explain and apply City and local laws, regulations and programs applicable to conservation and waste prevention requirements.

3. Exercise sound independent judgement within established guidelines.

4. Operate a computer and use word processing, spreadsheet and graphics software in developing statistical analyses and preparing presentation materials.

5. Communicate clearly and effectively, orally and in writing.

6. Prepare clear, concise and accurate reports and other written materials.

7. Facilitate meetings in an efficient manner.

8. Exercise tact and diplomacy in dealing with sensitive customer issues and situations.

9. Maintain effective working relationships with bureau managers, staff, community and industry groups, customers and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a bachelor's degree in business or public administration, management, environmental science or a related field and two years of responsible experience involving conservation program or public information and outreach responsibilities; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:
Adopted: 07-01-02 Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.
Revised: 10-22-03 Added possible supervision of volunteers to other duties, #3.
June 2009 - Change Job Class number from 7225 to 30000505, due to system change.