CLASS SPECIFICATION
Endangered Species Act (ESA) Program Coordinator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, performs a wide variety of difficult and complex duties in the development, implementation and administration of programs to comply with the Endangered Species Act (ESA), to assist with the recovery of species listed under the Act and to provide guidance to other bureaus to assure City compliance with the Act; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced professional-level class with considerable responsibility for developing, implementing and administering a variety of programs to achieve the City's commitment to a coordinated city wide effort to comply with the ESA in the recovery of listed species within city watersheds. Duties and responsibilities are complex and carried out with considerable independence within a framework of established policies, procedures and guidelines.

ESA Program Coordinator is distinguished from Environmental Programs Coordinator in that an incumbent in the former class may provide lead direction over other professionals, performs work requiring a higher level of scientific and technical expertise, may develop framework documents or work plans for the entire ESA Program and may administer a city wide permit or compliance program. Incumbents are expected to carry out responsibilities for programs and projects with considerable initiative, independence and awareness of intergovernmental issues.

ESA Program Coordinator is distinguished from Environmental Program Manager in that an incumbent in the latter class is responsible for administration and management of a large program and full supervision over professionals in an entire section or program.

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. Within an assigned area of responsibility, researches, develops and recommends policies, procedures and guidelines to ensure city compliance with federal, and state environmental protection laws and regulations dealing with watershed health and the recovery of federally listed species.

2. Within area of responsibility, plans and directs the activities of program staff in program administration, watershed planning, inter bureau coordination, research and analysis, and the permitting of Capital Improvement Program (CIP) projects.

3. Reviews and researches federal, state and local laws, regulations, rules, compliance orders and court decisions relating to watershed health and listed species recovery; writes interpretations and recommends changes in procedures and policy to comply.

4. Reviews and evaluates impact of federal and state standards and requirements on bureau and City operations and activities; confers with bureau and City staff to discuss systems and processes to comply with requirements; advises City officials and staff on environmental regulation issues; analyzes alternative methods and processes to meet regulatory requirements.

5. Develops overall work plans and operational schedules for projects and activities under the City's ESA program; coordinates the development of corresponding individual ESA program staff work plans; works with staff in other bureaus to assure coordination with related bureau activities and programs.

6. Manages the ESA Permits Compliance Program; establishes policies and procedures to assure that state and federal permits are obtained for city construction projects and that appropriate scientific protocols, data collection and required reports are included; works with other city bureaus to explain program requirements and to assist in compliance.

7. Serves as technical expert in advising management, staff or professional associates on concepts and practices of watershed management, species (particularly salmonids) recovery, and ecology in an urban setting.

8. Works with representatives of regulatory agencies and other City bureaus to resolve technical and compliance issues and to explain roles and responsibilities under the program framework.

9. Represents the City with other citizen and community groups, public agencies and legislative bodies and committees on environmental issues within the assigned areas of responsibility; negotiates and drafts intergovernmental agreements with public agencies regarding compliance with applicable rules, orders and regulations.

10. Prepares and makes presentations and briefs elected officials and City staff regarding major issues, findings or concerns, and makes recommendations regarding ESA related environmental programs and funding requirements to bureau staff.

11. Evaluates consultant proposals and qualifications and recommends consultant selection; administers consultant contracts.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, theories, methods and techniques of natural resources management and environmental protection.

2. Contemporary scientific literature regarding salmonids, riverine, watershed and restoration ecology in an urban setting.

3. Local, state and federal laws and regulations pertaining to the work, particularly the Endangered Species Act and the Clean Water Act.

4. Administrative principles and methods including goal setting, program development and implementation.

5. Principles and practices of budget preparation and administration.

6. Computer software applications related to the work.

7. Codes, regulations and guidelines pertaining to the work.

Ability to:

1. Plan, organize and direct the activities of program staff to meet program and project goals and timelines.

2. Analyze complex operational and administrative problems, scientific or technical issues, evaluate alternatives and recommend or implement effective courses of action.

3. Develop and implement goals, objectives, policies, procedures, program and individual work plans and management controls.

4. Explain to program staff, staff from other bureaus other agencies ESA program goals, activities, roles and responsibilities.

5. Prepare clear and concise records, reports, correspondence and other written materials and present conclusions and recommendations logically and persuasively to both internal and external program and project stakeholders.

6. Negotiate effectively with other bureaus and agencies on behalf of the City and the ESA program.

7. Exercise independent judgment and initiative within general policy guidelines.

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

9. Prepare and administer professional services contracts and monitor the work performed by consultants.

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 degree in an environmental science, engineering or a closely related field; and four years of increasingly responsible natural resources management and environmental protection experience; 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 depends, 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: 7-1-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es): Program Manager II

June 2009 - Change Job Class number from 7614 to 30000665, due to system change.