

**CLASS SPECIFICATION**  
**Environmental Program Specialist**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, performs a variety of responsible, professional-level duties involved in the development, implementation and administration of specialized programs to ensure the City's compliance with federal, state and local environmental protection laws and regulations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Incumbents of this class perform difficult and responsible work in developing, implementing and administering policies and programs to ensure City operations and activities comply with environmental protection laws and regulations. Typically, incumbents are assigned to specific programs requiring professional-level knowledge of the goals, objectives and technical requirements of natural resource and environmental protection programs.

**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. Researches, develops, recommends and implements plans to meet established goals for an assigned environmental program or program element; participates in developing program designs and budgets; develops and recommends associated program policies and operating and administrative procedures; develops an annual work program and calendar; plans, organizes and implements work activities to meet established overall program goals and objectives; analyzes alternative methods or processes to meet program and service delivery goals; ensures program compliance with all applicable City and regulatory agency requirements.
2. Maintains and reports on program activities and performance results; monitors conformance with program requirements; assists in tracking program expenditures.
3. Coordinates or assists in coordinating program activities with other bureau staff and outside agencies; participates in developing program partnerships, where applicable, with external agencies and organizations; assists in development of agreements for multi-agency efforts.
4. Plans and conducts program outreach and promotional activities for assigned programs; develops information, outreach and educational materials; makes presentations to community, neighborhood, business and school groups on assigned programs; plans and carries out initiatives to encourage public participation in program activities.

5. Provides information and technical assistance to other agencies and organizations; coordinates with other agencies for information sharing and community education; responds to requests for information regarding program activities or requirements; represents the bureau in meetings with outside agencies regarding program issues.
6. Performs research and analysis of issues applicable to assigned programs; organizes, summarizes and presents information on program trends and development/implementation issues; develops and maintains databases for tracking various aspects of assigned programs; prepares required statistical or narrative reports; may maintain a library of program information for staff use.
7. Coordinates centralized information, referral and assistance services applicable to assigned programs.
8. Performs a wide variety of program administrative duties in support of program activities.
9. Staffs or assists in staffing advisory committees associated with program functions.
10. Develops or assists in developing grant applications for program funding.
11. Drafts contracts and other related documents; prepares and processes ordinances, resolutions and other legal documents associated with assigned programs.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices and methods of program, administrative and organizational analysis.
2. Basic principles and practices of program/project planning and management.
3. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Environmental protection methods, practices and techniques applicable to a large public works maintenance and construction program.
6. Basic principles and practices of public outreach and involvement, including marketing principles and practices.
7. Principles and practices of sound business communication.

##### **Ability to:**

1. Analyze assigned program, administrative and operational issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
3. Coordinate program activities with multiple stakeholders to ensure agreement and consensus.

4. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
5. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to assigned program responsibilities.
6. Understand, interpret and respond to internal and external customer needs and expectations.
7. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
8. Communicate effectively orally and in writing to both internal and external program stakeholders.
9. Ensure the maintenance of all required files, records and documentation.
10. Exercise independent judgment and initiative within establish guidelines.
11. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
12. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, the public 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 major in environmental science, public or business administration, or a closely related field; and at least two years of progressively responsible experience involving analysis, planning, and/or implementation of professional environmental-related program assignments; or an equivalent combination of training and experience. Experience in a public agency is preferred. Some positions may require experience in a public works maintenance and construction environment

**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.

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**Class History:**

Adopted: 07-01-02

Revised:

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

0964 PROGRAM SPECIALIST Adopted: 07-01-92

June 2009 - Change Job Class number from 7607 to 30000661, due to system change.