

**ENVIRONMENTAL PROGRAMS
MANAGER**

DEFINITION

Under the administrative direction of the Public Works Director, the Environmental Programs Manager, organizes, coordinates, and manages the work of the Environmental Programs Division; participates in the administration and development of division policies, plans, and projects; coordinates the work of the division with other departments, federal, state, and local agencies and boards; responsible for overseeing regulatory compliance with federal, state, and regional agencies; managing environmental initiatives program; and performs related duties as required. This classification may act for the department head on environmental issues in their behalf. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification located in the Public Works Department. This position is responsible for day-to-day management of programs engaged in work related to environmental affairs, such as stormwater management, solid waste and recycling management, air and water quality management, renewable energy, climate change and sustainability, pollution prevention, review of proposed environmental regulation, legislation, and policies, and ensuring that the City and its operations are complying with applicable environmental laws and regulations. It is distinguished from a Department Director classification in that the latter is responsible for overall management of the department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director. Exercises supervision over professional and support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Develops, directs and manages the implementation of goals, objectives, policies, procedures and work standards for the Environmental Programs Division.
- Develops and administers annual budgets, including forecasting resources needed for staffing, services, materials and supplies; monitors and approves expenditures.
- Supervises assigned staff; develops staff's work plans and goals; assigns, reviews and evaluates work products, methods and procedures; meets with staff regularly to provide ongoing feedback and to identify trainings needs and other staff resources.
- Oversees or administers the City's contracts regarding stormwater, solid waste, recycling or environmental services projects; prepares and reviews request for proposals and evaluates proposals.

- Provides technical expertise to the City Council, City Manager's Office, other departments, employees, committees and the general public regarding environmental issues related to storm water quality, energy efficiency, renewable energy, climate change, sustainability, solid waste management, recycling, etc.
- Prepares and reviews a variety of written documents, regulatory agency reports, and City Council resolutions and ordinances, including a variety of complex narrative reports and correspondence required by City administration and federal, state and private agencies.
- Directs and conducts administrative, analytical, and technical assignments and may perform statistical analysis for departmental reports.
- Ensures compliance with applicable federal, state, regional and local laws, related to storm water quality, solid waste management, recycling, and environmental issues.
- Maintains current knowledge of legislation affecting storm water quality, solid waste management, recycling, and environmental issues, and reviews and comments on affected legislation.
- Represents the City before the City Council, civic and community groups, regulatory agencies, businesses, various meetings, events, and conferences; may respond to inquiries from the media and the public.
- Maintains liaison with federal, state and local offices; may coordinate activities and/or serve on committees with City departments, agencies, commissions and other groups aligned with the City Council's environmental priority goals.
- Directs and implements City-wide environmental public information, marketing and long-term outreach strategies; directs workshops or events to educate the public about water quality stormwater NPDES, solid waste/recycling, pesticide management, hazardous materials, and pollution prevention programs; prepares and/or oversees the preparation of outreach and educational materials such as brochures, flyers, press releases, etc.
- Identifies potential sources for grants from federal, state, and private sources to fund programs and services by the department.
- Enforces the City's Municipal Code requirements related to stormwater, solid waste management, recycling, and environmental programs.
- Carries out other complex and peripheral duties as directed by the Public Works Director or City Manager.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of program development and implementation;

Federal, state and local laws which govern water quality;

Safety practices associated with stormwater practices, solid waste management, and recycling; and computer applications related to the work;

Supervisory principles and practices, including goals and objective development and work planning and organizing;

Principles and practices of municipal budget preparation and administration; and

Techniques for effective public presentation and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person, over the telephone and via e-mail.

Ability to:

Communicate effectively with the public, elected officials, and staff members;

Read, interpret, negotiate, and write ordinances, legislation, contracts and legal documents;

Monitor and enforce contract provisions and agreements;

Plan, organize and direct the efforts of groups and individuals with various and diverse goals and objectives;

Develop work procedures and determine priorities, including interpreting and consistently applying program rules and regulations; and

Establish and maintain effective working relationships with those contacted in the course of the work, including City staff, businesses, industries, regulatory agencies and other municipalities.

Experience and Training

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

Education

Graduation from a four (4) year accredited college or university with a bachelor's degree in Business Administration, Public Administration, Urban or Regional Planning, Civil Engineering, Environmental Engineering, Environmental Science or closely related field.

Experience:

Five (5) years of progressively responsible professional level experience in environmental program, land use planning, water (quality, drinking, and waste) or a related field. Experience must include at least two (2) years of supervisory experience.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

ESTABLISHED: March 20, 2023; Resolution #2023-036

REVISED: --

FLSA: Exempt