



Environmental Programs Assistant

Definition

Under direction of the Public Works Environmental Programs Manager, this position is responsible for overseeing all administrative services for the division; participates in interagency and stakeholder meetings; provides incentive, support and technical assistance to the residential and business community; coordinates and hosts various staff training meetings; implements projects such as litter cleanup, trash sorting, data collection and report writing to evaluate and demonstrate the City's compliance with the State's urban runoff and water quality mandates as well as its waste reduction mandates. The position will assess and measure the City's progress on zero waste initiatives related to mandatory recycling and composting; minimal use and safe disposal of hazardous products; reduced use of disposable service ware and packaging citywide, especially related to food and beverages; and will represent the City on regional environmental public education ad hoc and sub-groups to increase community awareness and participation in environmental stewardship.

This position requires a multi-faceted, energetic self-starter with excellent communication and diplomacy skills; experience working for or with a government agency; the ability to work autonomously as well as closely and compatibly with several team members; an awareness and appreciation of the cultural diversity of the community; the organizational and analytical skills to perform a variety of research, administrative and analytical duties; the creativity and software background to design compelling outreach tools (e.g. brochures, presentations, surveys and web pages); the foresight and fortitude to complete complex projects within a relatively short timeline; and the interpersonal skills to work across city departments and divisions, with elected officials, outside agencies, organizations and the general public.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Assist Environmental Programs Manager and the Environmental team as directed.

Perform the division's key administrative functions; organize and maintain Environmental Program filing system and electronic folders.

Research and make necessary purchases, track the Division's orders from start to close, and process invoices and payments.

Write and process authorized consultant and service agreements.

Answer phones, scan and file documents, distribute division materials and data to public and other agencies upon request.

Systematically organize project documents.

Help develop and maintain filing system for pertinent photos and make them available to other City staff upon request.

Assist in writing partner support letters for grant applications and initiatives.

Assist environmental staff in seeking and writing grant applications.

Complete and submit reports required by grantors.

Manage annual citywide garage sale and volunteer creek cleanup registration.

Schedule, coordinate and host community events, workshops, meetings etc.

Twice a year, visit and mark litter hot spots with identification flags to prepare for cleanup events.

Keep notes and provide summaries of meetings attended.

Respond to customer service requests, letters, emails, and drop-in visitors at the Public Works counter.

Respond professionally to complaints and provide follow-through and resolution in a timely manner.

Coordinate follow-up and conduct first level of investigation to resolve customer questions, concerns and complaints.

Implement a wide range of long and short-term environmental projects.

Collect, verify input and maintain accuracy of data, records and field reports.

Create and maintain Excel spreadsheets for tracking various project data.

Regularly update Access databases for compliance programs and stormwater assessment fees.

Prepare components of annual reports to submit to State regulators.

Summarize project progress and provide monthly status of implementation.

Conduct waste characterizations of trash and recyclables collected from monthly creek clean up events.

Analyze data to identify trends and inform decision makers.

Develop outreach materials, articles, brochures and presentations on specific topics as needed to facilitate education and awareness.

Upon adoption of new local environmental ordinances, provide direct support to community on compliance.

Conduct outreach and support through direct contact in the community, in local schools, college classrooms, at city counters, workshops and community events.

Represent the City at countywide public education and outreach meetings, review collaborative projects and provide comments that support City standards, professionalism, goals and initiatives.

Make presentations to local schools and colleges and public meetings as directed.

Assist Public Outreach Coordinator with implementation of outreach plans, campaigns, branding, and messaging.

Understand community based social marketing techniques and help implement a strategic plan to incorporate the techniques and evaluation methods in the City's environmental outreach campaigns.

Write electronic newsletter articles on assigned topics.

Create web pages, flyers, brochures, and assist with the development of educational and training videos as needed.

Host table at several City, countywide and regional events and festivals.

Assist with volunteer recruitment.

Meet with local students, upon request, to answer environmental questions, and to share experience and City services.

Qualifications

Knowledge of:

Operational characteristics, services, and activities of assigned environmental programs; applicable federal, state and local laws, codes, regulations and agreements; principles and practices of record keeping and data management and proficiency in creating and maintaining Access databases, Excel spreadsheets; and methods and techniques of data collection, research, and report preparation.

Ability to:

Plan, organize, coordinate, administer, and evaluate assigned environmental projects; review documents and reports for completeness and accuracy; communicate clearly and concisely orally and in writing; suggest procedures to improve assigned program services and activities; conduct accurate and thorough research and prepare clear, complete, concise elements for annual reports; understand and apply various federal, state, and local laws and ordinances, as well as internal City policies and procedures; analyze and evaluate data to identify trends and / or inconsistencies; work with various groups to promote and support partnerships and coalitions; represent the City in a professional manner

when responding to inquiries from the public, City staff, or other agencies; establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

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

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, environmental science, communications or a related field. One (1) year of experience in environmental science, communications or a related field with some administrative support responsibility is required. Two (2) years of experience is preferred. Public sector experience is a plus.

This position will require the ability to physically inspect creeks and other natural environments that may or may not have water flow, carry trash, walk on uneven surfaces that may be overgrown with vegetation, inspect waste bins and trash enclosures, operate hand trash collection devices, bend, and lift a maximum of 50 pounds.

FLSA: Non-exempt
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