

# ENVIRONMENTAL PROGRAM COORDINATOR

Job Code	Pay Grade
02486	SM6

## Nature of Work

This is professional work providing for development, leadership, and management of programs and operations of county-wide initiatives affecting both public and private sectors of Pinellas County. An employee in this classification serves as program manager coordinating and developing environmental regulatory programs, and monitoring their effectiveness within the specific area of concentration. Duties include developing programs, coordinating permitting, compliance and enforcement activities, grants and other revenue acquisition, along with evaluating programs. This employee directs program administration, develops and maintains interagency and community partnerships, advisory boards, supervising staff and volunteers in addition to interacting with the public and other organizations. This employee exercises a great deal of independent judgment in a variety of work situations. Work is performed under the direction of a Manager or Senior Manager, and is reviewed through conferences, and oral and written reports.

## Minimum Qualification Requirements

- Bachelor level degree in environmental, natural or biological sciences, or related field, and 4 years of directly related professional experience in the principal subject field; with at least 1 year of supervisory experience directly related in one of the above fields; or
- Master level degree in environmental, natural or biological sciences, and 2 years of directly related professional experience in the principal subject field; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- Florida Driver's license or Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Analyses and prioritizes program needs and develops, prepares and administers section budgets.
- Writes and implements management plans for division/sections.
- Directs and provides leadership in relation to long range planning within the programs and fiscal management.
- Coordinates long- and short-term activities with Division Manager, to ensure efficient utilization of resources.
- Supervises employees and volunteers within programs.
- Administers budget and other funding for programs, prepares and presents annual reports, operating budget, and long range plans within area of responsibility.
- Promotes and maintains professional links with all levels of staff, public and other organizations.
- Prepares and presents programs to professional, business, civic, governmental, and educational groups, committees and associations.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of management.
- Knowledge of methods and techniques relevant to area of responsibility.
- Knowledge of budget planning and accounting methods.
- Skill in study design, field data collection, statistical analysis, and database management.
- Skill in budget planning and management methods.
- Skill in public speaking and public relations, and ability to communicate effectively, orally and in writing, with a variety of audiences.

# ENVIRONMENTAL PROGRAM COORDINATOR (continued)

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## Knowledge, Skills, and Abilities (continued)

- Ability to actively manage day to day operations, programs, and communications with public and private organizations.
- Ability to plan, supervise, and review activities of professional and support staff.
- Ability to plan, supervise, and evaluate the work of professional and support personnel; establish and maintain effective working relationships with county, state and federal officials, contractors, staff, volunteers, and the general public.
- Ability to partner with other agencies and organizations, to plan, coordinate, and manage delivery of environmental regulatory programs.
- Ability to work independently on complex tasks and deal with non-routine matters.
- Ability to effectively enforce appropriate policy and rules with tact and courtesy.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

For official use only

Re-stated	EEOC Code	Overtime Code
7/13	Professional	Exempt