



## JOB DESCRIPTION

### Environmental Programs Specialist

Date Prepared: July, 2022

**SUMMARY:** Under general supervision, develops and administers recycling, solid waste, and related programs, or systems and procedures; prepares detailed research reports and recommendations; performs related work as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Provide responsible, professional, and technical assistance in the analysis, implementation, and monitoring of Division programs.
- Assist with implementation of federal and state grants.
- Monitor and coordinate the daily operation of Division programs, perform administrative detail work, and submit reimbursement requests.
- Conduct surveys, perform research and statistical analyses, as requested.
- Prepare budget recommendations relative to assigned area of responsibility.
- Gather, analyze, and interpret data and information for the evaluation of commercial solid waste and recycling programs.
- Review and report on program compliance with applicable laws, regulations, and ordinances.
- Attend various professional organization meetings, Technical Advisory Committee meetings, workshops and other regulatory meetings as a representative of the City.
- Provide responsible administrative staff assistance.
- Conduct analyses of municipal policies involving organization, procedures, and services.
- Prepare highly visible projects and reports.
- Develop and present public education programs and educate consumers at various community events and venues, including schools.
- Maintain accurate project and program records, documents, and supporting material for department and ensure their proper disposition.
- Interpret and implement federal, state, and local regulations and guidelines on grant-funded projects.
- Make recommendations relating to studies and surveys.
- Assist in the design and production of technical information and hand-outs.
- Respond to complaints and requests for information from the public and City staff.
- May be assigned direct responsibility for the work of other clerical staff in the department.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

Graduation from high school or GED equivalent, SUPPLEMENTED BY sixty college semester units with a major in environmental studies, or closely related field, AND four years of related experience in the environmental field, sales, and/or public speaking.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**Knowledge of:**

- Waste reduction, recycling and composting principles, practices, and programs.
- Principles and practices of public administration and organization applicable to a local agency.
- Principle and practices of public speaking, conflict resolution, and public relations and marketing.
- Principles and practices of project management, planning, and coordinating events.
- Modern office methods, practices, procedures, and equipment.
- Technical and business writing skills with proper usage of English, vocabulary, spelling, punctuation and grammar.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state and federal codes, laws, and regulations.
- Reading and interpreting plans.
- Using hand tools.
- Basic mathematics, including algebra, and geometry.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, contractors, vendors, suppliers, businesses, schools, external public agencies and the general public.
- Applying safe work practices.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Work is performed on-site; telecommuting is not permitted. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.

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Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date