

CONSERVATION COORDINATOR

DEFINITION

To prepare and implement a wide variety of environmental programs in areas of integrated waste management, water conservation and other resources.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Environmental Resource Analyst. Responsibilities may include direct or indirect supervision of volunteer, temporary or part-time staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS

Coordinates and updates the City's waste reduction and integrated waste management program; develop program materials for presentations to schools, community and neighborhood groups. Track and analyze waste management-related legislation; make recommendations for City involvement in pending legislation and compliance and implementation of existing legislation. Develop program and time schedules for implementation of water conservation and/or integrated waste management programs; accumulate data and prepare reports, including informational flyers, press releases, articles and prepare Council Communications and other correspondence. Provide general information to the public, other City departments, and other government agencies pertaining to waste reduction, integrated waste management, and other environmental programs including storm water protection and habitat conservation. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Keep abreast of current developments, trends, legislative action and practices in the field of integrated waste management storm water, water conservation and other environmental programs. Identify, prepare and manage grants from a variety of funding sources. Assist with contract management, develop program protocols, create tracking systems. Prepare and track internal division annual budget. Plan, coordinate and update internal city recycling programs. Represent the City at board, commission and professional group meetings as necessary. Perform related duties as assigned. Work cooperatively with others.

QUALIFICATIONS

Knowledge of:

Principles and practices of designing effective resource conservation and integrated waste management programs. Public relations ideas and techniques. Operation and programs of a personal computer. Water conservation principles and integrated waste management principles. Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information.

Skill to:

Provide information to the general public regarding waste reduction and integrated waste management. Work with a minimum of supervision and exercise initiative and sound judgment. Communicate effectively, both orally and in writing. Work cooperatively with other departments, outside agencies and the public. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Learn applicable laws and regulations. Develop cooperative public relations with other departments, businesses, and the general public. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience:

Education:

Completion of two years of college with major coursework in business, physical science, public administration, environmental studies, or a closely related field.

Experience:

One year of experience developing, promoting, or coordinating environmental, conservation or public outreach programs.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

Council Action: June 20, 2006