

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Environmental Program Manager</b>	<b>CLASS CODE:</b>	<b>983</b>
<b>REPORTS TO:</b>	<b>Environmental Resources Director</b>	<b>GRADE:</b>	<b>32</b>
<b>DEPARTMENT:</b>	<b>Environmental Resources Division, Public Works</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: February 15, 2012 kad</b>			

**JOB SUMMARY**

Plans, coordinates, implements and manages a comprehensive environmental compliance, water resources planning, water conservation, and/or environmental sustainability program for the city.

**ESSENTIAL FUNCTIONS**

1. Manages complex projects to ensure City compliance with federal and state laws, regulations and programs regarding water resources, water conservation, environmental sustainability, and environmental issues; coordinates response and resolves issues.
2. Reviews and evaluates current and proposed water resources and environmental legislation, regulations and court decisions; determines the impact on City operations; and solves problems through recommendations for new policies, plans and procedures.
3. Develops technical specifications and requests for proposals for services and products; analyzes proposals; recommends consultant selection, provides guidance to consultants and reviews consultants' performance.
4. Informs and advises management and other City staff on issues, policies and strategies relating to environmental performance and compliance.
5. Participates and leads various interdepartmental environmental or water resources committees, project groups and task forces.
6. Performs facility audits/assessments to determine compliance with environmental requirements; assists the city departments in preparing best practices, standard operating procedures and plans.
7. Prepares a variety of plans, permit applications, reports and documents to governmental agencies as required by law, regulation or by the city.
8. Represents the city at meetings with the federal, state and local agencies, such as the Bureau of Reclamation, Arizona Department of Water Resources, Arizona Department of Environmental Quality, Maricopa County, Salt River Project, Arizona Municipal Water Users Association and Maricopa Association of Governments to discuss, negotiate and resolve water resources, air quality or environmental issues.
9. Performs related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### Knowledge of:

Federal, State, and County environmental and water resources laws, regulations and requirements impacting the City  
Program/project management principles, group/team dynamics, planning principles, statistics, research methods, cost/benefit analysis, computer modeling, spreadsheets, report/plan preparation and presentation techniques

### Ability to:

Communicate effectively both orally and in writing  
Conduct and facilitate meetings  
Exercise discretion and judgment in dealing with sensitive and controversial issues  
Establish and maintain effective working relationships with City employees, regulatory agencies and the general public  
Solve problems using critical thinking, analysis and diplomacy  
Plan, manage, organize and complete complex programs and projects  
Present information, findings and recommendations to diverse audiences

## **WORKING CONDITIONS**

Most work is performed in an office setting. May require field inspections.

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree in environmental sciences, public administration, urban/regional planning, geography, or related field. Three years experience in environmental compliance, environmental management/planning, water resources or a related field.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

## **SPECIAL REQUIREMENTS**

Valid Arizona driver's license