

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Environmental Programs Coordinator	<b>BAND/LEVEL:</b>	Prof II
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	2850
<b>DIVISION:</b>	Community Services	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Section Manager, Neighborhood Services	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 605

**REPLACES:** Environmental Programs Coordinator

**DATE:** 2/26/12

**REVISIONS:**

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### **JOB SUMMARY STATEMENT:**

Develops, coordinates, and implements citywide environmental programs including the large-item pickup, streamway cleanup, electronic recycling, and drop-off recycling center initiatives and programs. Acts as secretary and staff liaison for the Environmental advisory Council. Coordinates the operation of the city's drop-off recycling center including supervision of Drop-off Recycling Center Attendant. Keeps abreast of legislative issues concerning environmental issues. Develops and implements other environmental projects.

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### **DUTIES AND RESPONSIBILITIES:**

1. Coordinates and supervises citywide environmental programs including the large-item pickup, streamway cleanup, electronic recycling, and drop-off recycling center initiatives and programs. Works with elected and appointed officials, senior staff, staff of other agencies, and citizen groups regarding various environmental initiatives and programs including the city's approach to complying with the county's Solid Waste Management Plan. Addresses citizen complaints and answers questions. Ensures program compliance with Governing Body's objectives. Develops programs goals and objectives, specifies contract details per city specifications, audits program for participation and compliance with city contract, and attends to day-to-day operation and administration of programs.
2. Acts as secretary and staff liaison on Environmental Advisory Council. Prepares agenda and arranges for speakers. Attends monthly meetings, takes and transcribes minutes, prepares and delivers oral and written reports. Answers council's questions.
3. Prepares and presents reports to Governing Body and City Council Committees to inform them of current environmental issues and status of citywide programs. Reviews popular and technical journals. Discusses issues with officials in other jurisdictions. Prepares and presents written or oral reports as required. Follows up on problems and concerns.
4. Researches, develops and implements special projects for Governing Body. Conducts literature and database searches and summarizes information. Discusses issues with city staff and attends meetings.
5. Researches, develops, and implements internal special projects such as the large-item pickup, stream way cleanup and Christmas tree collection. Develops publicity plans and materials.
6. Acts as resource for residents seeking information on environmental topics. Answers questions over the phone or in person, attends public meetings and provides written or oral information to participants.
7. Coordinates initiatives to educate the public on environmental issues, especially what measures individuals can do to help protect the environment such as mulching, composting, and participating in curbside recycling, using the drop-off recycling center, and recycling of electronics.
8. Stays abreast of pending state legislation affecting environmental issues. Researches pending state legislation and develops and presents testimony to legislative committees. Attends meetings and special sessions related to environmental issues.
9. Responds to requests for information regarding environmental records requests. Presents reports to Governing Body and responds to questions and comments. Prepares grant applications, cost estimates and request for proposal. Reviews proposals, negotiates contract, plans event, recruits volunteers and actively supervises event.

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10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in environmental science, biology, or related field or additional equivalent experience

### **EXPERIENCE:**

Two - five years of experience in the field of environmental programs, recycling program management, and business report preparation, or equivalent level of experience.

One - two years experience with event/project planning, use of a personal computer, and public presentations; or an equivalent level of experience.

### **SKILLS:**

1. Excellent oral and written communication skills
2. Good listening skills

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city, state and federal regulations affecting environmental issues
2. Ability to analyze complex problems and recommend possible solutions
3. Ability to exercise diplomacy and judgment when dealing with the public, city officials and co-workers
4. Ability to compose information handouts, speeches, and written reports
5. Alpha and numeric recognition

### **PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls
2. Ability to make oral presentations to an individual or group
3. Ability to visually inspect solid waste vehicles
4. Ability to travel locally and out of state
5. Ability to sit and be attentive for extended periods of time during meetings, hearings and other informational sessions
6. Hand and eye coordination adequate to input computer
7. Ability to distinguish colors
8. Ability to work outdoors
9. Ability to operate city vehicles

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**