

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** ENVIRONMENTAL EDUCATION COORDINATOR **UNION:231**  
**CLASS TITLE:** Program Coordinator **SG:S-8**  
**DEPARTMENT:** Public Works, Natural Resources **CS:N**  
**EEO4CODE:PR**

#### **JOB SUMMARY:**

Plans, develops, implements, coordinates budgeting and evaluation of environmental education programs, campaigns and projects for the Public Works Natural Resources Division. Program areas include stormwater, habitat restoration, shorelines, watershed ecology and stewardship, water quality and quantity, water conservation, and water and wastewater treatment concepts that further the goals of the City's programs, projects, and policies. Interacts with a variety of City staff, local and regional agencies, organizations and utilities.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Assistant Public Works Director, Natural Resources. Works independently under general supervision. Trains, directs and supervises other staff, consultants, interns, extra labor and temporary employees as assigned.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Develops and implements annual work plans and proposes program budgets for the Natural Resources Division's education and outreach programs with the assistance of and for approval by the Natural Resources managers and Assistant Public Works Director.
2. Oversees, develops, designs, implements and evaluates education and outreach programs to achieve the goals of Natural Resources programs such as stormwater, habitat restoration, shorelines, watershed ecology and stewardship, water quality and quantity, water conservation, watershed-friendly landscaping, low impact development, natural yard care, water conservation, pet waste management, proper vehicle washing and maintenance, aquatic invasive species prevention, riparian restoration, and water and wastewater treatment concepts. Conducts situation analyses, identifies target audiences, sets goals and objectives, prioritizes and selects behaviors, and identifies barriers and benefits.
3. Administers grants including: researching grant-funding sources, writing proposals and applications, determining appropriate budget allocation, strategy and priorities for the education and outreach programs. Prepares and administers contracts for program and consultant services including: requests for proposals, scopes of work and cost estimates, monitoring progress, preparing reports and providing recommendations on findings.
4. Oversees the development and implementation of an effective water conservation program. Coordinates and oversees implementation of water management measures that affect other City programs and policies. Ensures the City's water conservation program is in accordance with Washington State Water Use Efficiency requirements.

5. Works with other City staff and departments and outside agencies to comply with all applicable local, state and federal regulations, policies, guidelines, reporting requirements and applicable standards.
6. Conducts research and analysis of assigned Natural Resources education programs by gathering data, preparing reports and making decisions on ways to protect, restore and conserve natural resources. Evaluates existing measures, maintains program databases, files and records.
7. Collaborates, coordinates and networks with other City staff, City departments, professional organizations, jurisdictions, agencies and educational institutions on natural resource topics that expand the City's ability to reach target audiences in an effective and coordinated way.
8. Plans, develops and implements effective environmental education programs for public information by using various media resources to increase community awareness. Coordinates the creation and distribution of informational material, including but not limited to: videos, advertisements, brochures, bill inserts, electronic presentations and web pages. Coordinates and conducts workshops on Natural Resources programs such as water conservation, water quality, low impact development, stormwater, and stewardship. Works with the Public Works Communications Coordinator to ensure effective Natural Resources program outreach efforts.
9. Responds to questions and concerns from Public Works staff and other city personnel, as well as local agencies, organizations, utilities and the public. Meets with citizens, professional associations and community groups as required. Develops response protocol in coordination with the Public Works Communications Coordinator.
10. Oversees the work of lower classified staff, consultants, interns, extra labor and temporary employees as assigned. Assists in selection and training, assigns and reviews work, conducts performance appraisals and carries out personnel actions as appropriate.

#### **ADDITIONAL WORK PERFORMED:**

1. Performs other related duties within the scope of the classification.

#### **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

##### Knowledge of:

- General knowledge of marine, freshwater and upland habitat and species including salmonids.
- General principles, practices and methods of water resources management, stormwater management, watershed ecology and stewardship, habitat restoration, and water conservation.
- Applicable local, state and federal laws and standards related to Natural Resources management
- Program design and evaluation.
- Basic methodology used in statistical analysis.
- Knowledge of and ability to apply a variety of regulations, statutes, and instructions.

##### Skill in:

- Strong leadership skills including planning and organizing, problem-solving, supervising and staff training.
- Excellent written communication skills to develop and write grant applications and reports, and to prepare informational materials for various media including print, television and web publication.

##### Ability to:

- Plan and organize meetings, and present recommendations and reports.

- Make accurate mathematical calculations using scientific calculator and computer.
- Communicate effectively, both orally and in writing.
- Prepare technical materials and reports.
- Establish and maintain effective working relationships with other employees, contractors and developers and the public.
- Read and interpret statutes.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Correctible visual acuity and manual dexterity sufficient to operate a motor vehicle.
  - Move between work sites;
  - Lifting up to 25 pounds on an infrequent basis;
  - Manual dexterity sufficient to operate small hand tools.

**WORKING ENVIRONMENT:**

Work is performed in an office setting with extensive work at a computer work station and out-of-doors including exposure to the elements, noise, fumes, construction environment and traffic hazards. Employees are required to use appropriate safety equipment and follow standard safety practices.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- BA/BS degree in environmental education, environmental science, physical sciences or related field required.
- Three years of professional environmental education experience related to habitat restoration, stormwater management, resource management, resource planning or water quality and quantity, four years preferred.
- Coursework or experience with program design and evaluation preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at the time of hire, with periodic submission of driving abstract per City policy.

**PREPARED BY:** B. Bandarra  
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 12/11

**REVIEWED BY:** \_\_\_\_\_  
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 Director of Public Works

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**JOINT CLASSIFICATION COMMITTEE ADOPTION:** December 6, 2011

