

## **DIRECTOR, ENVIRONMENTAL SERVICES**

### **JOB PURPOSE AND SUMMARY**

Department director position is responsible for strategically protecting and enhancing the county's natural environment by maximizing the efficiency and transparency of government processes, while championing practical application of state law in granting development permits, and pioneering creative and innovative solutions that balance priorities. The department integrates and coordinates implementation of the environmental aspects of County policies, regulating development, building capital improvements, and implementing environmental programs. Services provided by the Environmental Services Department include stormwater management; solid waste and recycling management; critical areas and open space protection; forest management; endangered species protection; noxious weed control; and environmental permitting for county projects. Manages a staff of approximately 90 positions through intermediate managers. This position reports directly to the County Administrator and is responsible for directing the county's environmental services operations, programs, and activities.

The director works with county leadership, federal and state agencies, managers and staff, and community stakeholders to determine overall departmental organization, mission, and core services; builds and trains teams committed to customer service in compliance with public regulations; and develops and sustains effective community and professional relationships and partnerships to implement and support the natural resources, parklands, and open spaces of Clark County. The Director provides support to the County Administrator as part of the county's senior management decision-making team; and develops/manages staff.

Major divisions, units and services of Environmental Services are:

**Environmental permitting and compliance** – Protects and manages critical areas within Clark County, including habitat, wetlands, and sensitive lands; and enforces the stormwater ordinance. Enforces development regulations to minimize water pollution.

**Operations** – Monitors the effectiveness of water quality activities to reduce adverse stormwater impacts to surface and ground water; controls noxious weeds; provides solid waste transfer and disposal, promotes recycling, waste reduction, and pollution prevention efforts.

**Education and outreach** – promotes sustainability through collaboration with public and private partners; increases the public's awareness of the benefits of open spaces and parks, clean water, recycling, and waste reduction; provides technical assistance to property owners in managing forest lands; improves salmon habitat.

**Capital Asset Management** – Establishes, restores, and maintains county owned property, including parks, natural areas, trails and open spaces.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

The director performs or oversees the performance of the following functions, in consultation and coordination with the Board of County Commissioners, County Administrator, other elected officials of the County and department management and staff:

- Determines overall department organization, mission, core services and allocation of financial, human and capital resources. Develops and manages short- and long-term department goals and priorities.
- Partners with agencies, non-profit conservation organizations, private landowners, and the community to create efficiencies and better environmental outcomes.
- Guides and leads the development, interpretation and application of policies and practices within each of the department's functional areas.
- Measures and evaluates departmental, divisional and individual performance and effectiveness.
- Develops and maintains effective personal and department-level working relationships, with other governments, other County departments, community organizations, neighborhood groups, and individual citizens. Proactively represents the department in relations with state, federal and local agencies.
- Develops and oversees policies, programs and activities involving community relations, community education and public information. Promotes optimum community participation and input into department activities and manages the department's relations with print and electronic media.
- Fiscal management including development and presentation of the department's operating budget, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost effective as possible.
- Human resource management functions including recruitment and selection of staff, establishing and communicating department goals and performance expectations, monitoring and evaluating performance, training, compensation and salary administration, motivation and employee relations, and career development activities, corrective action, labor relations and other associated activities.
- All other expected and typical managerial functions including capital resources and facilities management, technology use and management, vehicles and equipment and all administration and record keeping.

## **KEY PERFORMANCE INDICATORS**

- Effectiveness in communicating and implementing key strategic environmental initiatives.
- Department and division performance in relation to service needs and demands.
- Effectiveness of resource allocation and financial management.
- Human resources productivity, cost-effectiveness, organizational climate.
- Effectiveness of organizational structure, policies and procedures.
- Effective use of technology and automation.
- Quality of external community relations and public involvement.
- Quality of internal county communications and coordination.
- Foresight and proactive planning.
- Interpersonal, oral and written communication skill.
- Good judgment on politically sensitive issues.
- Ensures programs are culturally and linguistically appropriate for diverse population.

## **QUALIFICATIONS**

Bachelor's degree and at least 8 years of responsible management experience directing a complex organization with multiple functions and services. A Master's degree in public administration, environmental services, or a related field is highly desirable. All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. Work history should reflect excellent leadership and interpersonal communication skills, strong decision-making skills, strong written communication and public presentation skills, and strong leadership success in both government operations and private business management. . The ideal experience would provide knowledge of environmental services and developing and improving funding mechanisms and sources. Personal traits such as integrity, professionalism, creative thinking, flexibility, active listening and collaboration will contribute to the individual's success.

**Knowledge of:** principles and practices of public administration as applied to environmental services functions within the scope of responsibility as described above; federal, state and county standards applicable to environmental services; and principles and practices of human resources and financial management.

**Ability to:** effectively fulfill the key responsibilities of the position listed above; exercise sound judgment in the independent development of solutions to complex technical, administrative, and managerial problems; plan and utilize current technology in addressing personal and division responsibilities; communicate and express ideas effectively, orally and in writing; work responsively with community stakeholders representing a wide variety of interests; effectively and collaboratively balance competing interests and approaches.

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