

ENVIRONMENTAL PROGRAMS TECHNICIAN

JOB PURPOSE AND SUMMARY

Aids in the planning, coordination, administration and implementation of operational and outreach programs with an environmental focus. Responsibilities include providing technical assistance to businesses, schools and the public; and administration of contracts and assigned programs.

CLASSIFICATION DISTINCTIONS

The Environmental Programs Technician has both administrative and technical responsibilities for environmental programs, and is distinguished from clerical support positions due to the technical knowledge required for principles and practices utilized on the job, and the discretion and judgment that is exercised to accomplish work objectives. Incumbents employ judgment, discretion and independence in the accomplishment of work within the framework of federal, state and local laws and department policies and procedures, receiving direction from senior level staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Plans, organizes and administers specific program(s), services and activities; develops and implements new elements. Coordinates educational activities in support of education and outreach efforts.
- Researches and analyzes data relating to assigned programs, recommends modification of procedures; researches and assists in the development of related funding and budget requirements.
- Prepares a variety of technical reports, documents, spreadsheets, charts and other related technical documents in support of programs.
- Tracks, analyzes, and reports on program performance and effectiveness.
- Prepares various reports for use by management in creating grant applications, financial analysis, and quarterly and annual reports.
- Maintains inventory of program supplies and materials and reorders/restocks and delivers as appropriate.
- Aids in the development and coordination of volunteer programs.
- Delegates to or coordinates support staff connected to the program.

Clark County, Washington

- Monitors workflow, work products, tasks and processes.
- Represents the County at public events such as meetings and workshops.
- Provides staffing for special events and may be required to staff locations or booths, which may include weekends and evenings.
- Schedules and coordinates meetings, and prepares agendas, and minutes.
- Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Requires a Bachelor's degree in education, environmental health, environmental sciences, or other closely related field. On a year-for-year basis, any combination of relevant education and experience may be substituted for educational requirements.

Knowledge of: applicable computer applications/technology, principles and practices of public sector organization and some specifics relating to program operations; planning, scheduling, monitoring and problem solving; research techniques and data analysis; budget tracking, justification and control; application of County, state and federal laws and regulation relevant to the program/project area; departmental policies and procedures, trends and practices within the specialized area.

Ability to: effectively coordinate, work to others; carry out policy directives of management in an effective and timely manner; establish and maintain effective working relationships with the public, other governmental jurisdictions, contractors, and other County staff; communicate and express ideas effectively, orally and in writing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Incumbents typically work in an office setting and some work in the field assisting with outreach events is required. Work involves management of multiple priorities and can involve face to face interactions in stressful or sensitive situations. Most positions involve a high activity level and pace. Lifting and carrying of materials, equipment or other items weighing up to 40 lbs. may be required on a frequent basis. Certain tasks may require long periods of standing or sitting. Will be required to travel to various locations around the county and on occasion travel to meetings outside the county. May be required to work evenings and weekends. Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

Essential tasks include use of the telephone and personal computer, writing, reading, speaking and listening.

Created: 08/2015