

## **ENVIRONMENTAL PROGRAMS MANAGER**

### **DEFINITION**

Under direction of the District Manager, the Environmental Programs Manager provides a variety of generalized and/or specialized staff support services to the District Manager, department heads, and/or other staff related to general administrative and environmental activities of the District; oversees and administers a variety of projects, programs and activities; provides technical advice and/or recommendations to the District Manager and other staff; and performs other related duties as required.

### **CLASS CHARACTERISTICS**

The incumbent is responsible for a variety of administrative and analytical duties related to environmental management, water conservation, educational programs and community relations. The incumbent exercises a high degree of independent judgment and action within established policies and according to management guidelines. Incumbent may provide lead direction and/or functional supervision over staff assigned by the District Manager for special projects and/or programs. Incumbent may represent the District on technical committees, public review committees, task forces, and to community groups, organizations and the general public.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	District Manager
Administrative Support to:	Engineering, Operations, Finance & Business Services
Exercises supervision over:	None
MOU:	Management, Supervisory & Confidential
Status:	Full-time, exempt

### **ESSENTIAL DUTIES *(duties may include, but are not limited to, the following):***

With general direction, performs a variety of general and specialized research; conducts studies and analyses; prepares complex reports; and develops recommendations and modifications to existing policy, procedures and/or processes.

Provide environmental regulatory support services for water system repairs and related operations, as well as capital improvement projects, including review of work plans and preparation of technical memos and regulatory reports.

Assist with environmental review of projects for regulatory compliance needs and for potential impacts to the Districts drinking water source watersheds; make recommendations for mitigation measures and confirm compliance with local regulations.

Support department heads in public outreach with research, analyses of information, content recommendations and coordination of campaigns; including assistance with maintenance of District website, coordinating social media presence, preparation of press releases, documentation, correspondence, mailings and public presentations.

Coordinate curriculum development, facilitate and lead classroom/field watershed education and outreach programs; assist in planning of annual watershed symposium and other stakeholder events; and present to regulators and at public meetings.

Support district management in duties with environmental planning, hydrology and geology, monitoring Santa Margarita Groundwater Agency and Conjunctive Use; this could include representation at meetings, assisting with documentation and other tasks.

Coordinate with state and federal agencies to develop standard operating procedures, best management practices, and guidelines to meet regulatory and permit requirements; provides training to District staff and contractors.

Keep abreast of, interpret, and apply federal, state and local regulations, codes and ordinances such as the Safe Drinking Water Act, California Fish and Game and Water Codes, California Forest Practice Rules, California Environmental Quality Act, National Environmental Policy Act, federal and California Endangered Species Acts, and other regulations related to watershed and water resource management.

Perform monitoring of fisheries; including fish passage/habitat conditions and water quality; botanical surveys, special status species, bypass flow, and water surface elevation in support of City operations and for compliance with offsite mitigation plans, Habitat Conservation Plans, Streambed Alteration Agreements, and other local, state and federal permits; provide support for the District's water conservation activities.

Monitor watershed lands to identify erosion issues and code compliance issues such as illicit diversions or discharges; document and follow appropriate channels to address.

Identifies potential grant funding, prepares grant applications or monitors consultant preparation; coordinates with other agencies for collaborative grants; coordinates application process; administers grants; prepares grant reports; coordinates grant implementation.

Organizes, coordinates and provides functional supervision as assigned, of the District's environmental management activities; coordinates and oversees the development and review of the District's environmental plans and documents, including WSMP, UWMP and GWMP; recommends modifications and/or amendments to existing watershed management policy.

Organizes, coordinates and provides functional supervision, as assigned, of the District's water conservation activities.

Conducts California Environmental Quality Act (CEQA) review of District projects, as assigned, and determines potential impacts; coordinates and oversees preparation of applicable documents and notifications; coordinates consultant activities relative to CEQA.

Monitors and reviews environmental documents of other public and private projects for impact to District; monitors and reviews other public and private land use activities for potential impacts to the District.

Reviews proposed legislation and/or regulation changes; evaluates impact to District; and makes recommendations relative to potential impacts to the District.

Prepares press releases, documents and/or correspondence and makes public presentations.

Serves as District liaison to other agencies, work groups and private organizations as assigned.

Provides analytical resources and staff support for other departments, as assigned.

## **QUALIFICATIONS**

### ***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- Principles and practices of environmental planning;
- Applicable federal, state and local rules and regulations;
- Guidelines for implementation of CEQA;
- Principles of biology, hydrology and geology;
- Principles and techniques of grant preparation and administration;
- Principles and techniques of technical research and writing.

### ***ABILITY TO:***

- Communicate effectively orally and in writing;
- Organize, compile, analyze and summarize highly technical data;
- Coordinate projects, consultants and consistently distribute status reports
- Prepare clear and concise narrative reports and/or correspondence;
- Review and analyze complex and/or technical reports and documents;
- Work independently and as a team member;
- Establish and maintain effective working relationships with district staff, other governmental agencies, consultants and members of the public.

## **PHYSICAL AND SENSORY REQUIREMENTS**

- Sufficient eyesight to read fine statistical reports, standard text and computer screens; near, far and color vision when collecting and

- analyzing samples;
- To speak and hear at normal conversation levels in person and over the telephone;
- Manual dexterity to write legibly and to use computer terminals, calculators and other general office machines;
- Position requires sitting, standing, walking on level, uneven and slippery surfaces, climb ladders and steep slopes; reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties;
- Ability to lift, carry and push equipment, supplies and tools up to approximately forty pounds on occasion and up to eighty pounds with assistance;
- Exposure to outdoors: adverse weather conditions including wet, heat and cold plus exposure to biohazards; and stinging plants and insects when collecting samples;
- Variety of working conditions, including mechanical, electrical and water-related hazards; use of cleaning and lubricating chemicals or work in an environment that may involve exposure to fumes, dust and air contaminants;
- Exposure to loud noise when performing field inspections/surveys and collecting samples;
- May work in standing or flowing water, conducting measurements or collecting data from natural streams or wetlands;
- Will be required to attend evening meetings and work occasional weekends.

#### **TRAINING AND EXPERIENCE GUIDELINES**

*Any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodations, if needed), typically:*

**EDUCATION:** Equivalent to graduation from an accredited college or university with major work in planning, natural resources, environmental studies, public administration or a closely related field. An advanced degree from an accredited institution in one of the above areas is highly desirable.

**EXPERIENCE:** Four (4) years of progressively responsible experience in planning, environmental resource management, general management, analysis of technical issues or closely related field.

#### **CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

A valid California class C driver's license must be maintained at all times.