



City of Irving Job Description

Environmental Programs Coordinator

FLSA Status:	EXEMPT	Job Department:	Traffic & Transportation
Job Code:	14281	Reports To (Job Title):	Public Works Administration Manager

PURPOSE

To plan, develop, execute and oversee implementation of a cohesive and comprehensive marketing program to promote City priorities for positive behavior relative to environmental sustainability and stewardship.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Foster and coordinate new ideas and concepts for sustainability programming and identify materials and resources to supplement and/or expand exiting sustainability programming.
- Assist in defining goals, performance metrics and a long-range planning for sustainability.
- Monitor and evaluate program effectiveness, document performance trends and recommends and implement modifications to improve program effectiveness.
- Serve as a leader and resource to the community for information relative to environmental sustainability.
- Develop and coordinate all levels of marketing campaigns to effectively communicate information to the customer through advertising, promotion, public relations, website and social media.
- Administer and facilitate special events, projects, and presentations.
- Assist in developing and monitoring annual project budgets for marketing campaigns, programs, and activities.
- Manage the Max G. Greiner Environmental Center, including coordinating tours, events, site maintenance, and construction.
- Recruit, train, coordinate and supervise volunteers and community service workers to support special events and projects.
- Coordinate and prioritize requests for event support and artwork production.
- Negotiate and administer special project contracts, including tracking contract budgets and preparing specifications.
- Prepare oral and/or visual presentations for internal and external audiences.
- Coordinate communication with media, businesses, schools, civic groups, and other entities promoting environmental sustainability concepts and programs.
- Prepare and present reports and statistical analyses, including regulatory and grant management reports.
- Serve on local and state-wide committees to promote environmental sustainability.
- Solicit, submit and administer grants and is responsible for all aspects of grant reporting relative to those received by this position.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- None reported.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

A moderate amount of transactional/purchasing responsibility.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to Bachelor's degree in Marketing, Advertising/Public Relations, Environmental Science, or related field of study.

EXPERIENCE

- At least three (3) years of increasingly responsible related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, may be required.

KNOWLEDGE OF

- Environmental policy, programs and initiatives.
- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- Sales and Marketing: Principles and methods involved in showing, promoting, and selling services and concepts.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Supervision: personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Event Production: Resources, calendars, and techniques for planning and conducting large events.
- Group Facilitation: strategies to manage the dynamics of groups.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems such as word-processing, filing and records management, form design principles, and other office procedures.

SKILLS AND ABILITIES IN

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Service Orientation: Actively looking for ways to help people.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Mechanical/Technical: Safely operating diverse equipment including computers, copiers, fax machines, calculators, and paper shredders.
- Planning: Sensing the environment and setting goals and objectives.
- Negotiation: Bringing others together to reconcile differences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Volunteer Management: Training, motivating, and overseeing volunteers and interns.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- Fluency of Ideas: Developing a number of ideas about a given topic.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

In the course of work, provides contact up to the Director level, which may include providing explanation into projects. Externally, the position interacts with citizens, various groups, businesses, and even small and medium vendors, in order to gain cooperation regarding program goals.

EQUIPMENT AND PROPERTY

Various office equipment, such as telephone, computer, copier, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, and smell. Frequently, s/he is required to carry, drive a vehicle, grasp, handle, feel, kneel, lift up to 10 pounds, reach, sit, stand, talk, and/or walk. Occasionally, s/he must balance, climb, lift up to 25 pounds, pull, push, run, and/or stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to a dirty environment, extreme temperatures or weather conditions, and/or improper illumination. In rare instances, s/he is exposed to a confining work space, air contamination, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.