

EAST BAY REGIONAL PARK DISTRICT

ENVIRONMENTAL PROGRAM MANAGER

GENERAL FUNCTION:

Under general direction, this position serves as the District's program manager for environmental compliance matters related to the acquisition, development, restoration and management of parklands and facilities. Also manages the District's Resource Enhancement Program and the departmental Geographic Information System (GIS). Serves as the District's technical environmental compliance authority for internal matters and assumes technical representational responsibilities on external environmental matters.

ESSENTIAL FUNCTIONS:

Exercises program management responsibilities for both internal and external environmental issues that potentially affect the District's interests. Assess external proposals, i.e., California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) documents, legislation, regulations, and various mitigation, restoration and conservation plans, and provides comments and recommendations. Prepares internal CEQA/NEPA documents on proposed acquisitions to include supporting technical studies related to natural and cultural resources and hazardous materials investigations. Works within sensitive interagency political and organizational contexts to reduce conflict between the District and other agencies to provide a favorable environment for implementation of Master Plan objectives and Board policies.

Manages the District's Resource Enhancement Program by coordinating with various external and internal organizations to negotiate and prepare agreements to fund the acquisition, restoration, operations and management of open space. Develops procedures and maintains administrative oversight of individual proposals from document submission to evaluation and approval.

Manages the departmental GIS. With the assistance of two technical support employees, provides graphic and GIS map services related to land acquisition, boundaries, trail corridors, environmental partnerships and regional planning.

Administers a small Operation and Capital Budget developing, justifying and defending propose budget submissions.

OTHER FUNCTIONS AND DUTIES:

Supervises two technical support employees performing the full range of supervisory functions, i.e., selection, direction, performance management, employee and labor relations, and assuring workplace safety.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree from an accredited college or university in biological sciences, natural resource planning, natural resource sciences, botany, wildlife management, geography, landscape architecture or closely related field; and
- Experience: Four years of professional level experience in above related specialty areas. At least two of the four years should be equivalent to program management level.
- Substitution: A Master's Degree in above related fields or a closely related field may be substituted as an equivalent to a maximum of one of the required four years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of legal and regulatory procedures of the Clean Air Act, Endangered Species Act, CEQA and NEPA. Proficiency in performing environmental impact assessments, conducting alternative analyses, formulating mitigation measures, and performing site assessments. Knowledge of ecological principles, plant and animal biology, cultural and visual resources, hazardous materials, geology, soil science, hydrology, chemistry, transportation, air quality and noise impact analyses are desirable. Familiarity with GIS, cartography, and related disciplines are also desirable. Ability to supervise work of assigned personnel and accomplish assigned program tasks within budgetary constraints. Well developed verbal and written skills and ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position. In addition, 40 hours of initial Hazardous Waste Operations and Emergency Response training (HAZWOPER 29 CFR 1910.120) and eight hours of annual HAZWOPER refresher training are also required for continued employment in this position.

REPORTS TO: Assistant General Manager for Interagency Planning, Land Acquisition and Regional Trails.

Employment Category: Management, Range MG02
Replaces "Environmental Specialist"
Adoption by Board: May 21, 2002
Resolution #: 2002-5-111

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