

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Environmental Education Coordinator

Department: Environmental/Public Works

Pay Grade: 511

FLSA Status: Exempt

Job Code: E716

JOB SUMMARY

The purpose of this classification is to guide and promote the awareness and understanding of sustainability and environmental stewardship in the City of Roswell including support of Keep Roswell Beautiful (KRB), execution of environmental education programs and train-the-trainer workshops for teachers, schools, and the general public. This is a professional position involving understanding and compilation of community goals and standards, requiring independent judgment and action to create and implement community and staff programs.

ESSENTIAL JOB FUNCTIONS

- Responsible for clear understanding and articulation of program objectives, interpretation of complex technical information for varied community audiences, with effective program development and engagement of community leaders and citizens in environmental improvement.
- Coordinates environmental education activities with public school curriculum; develops, implements and presents age appropriate environmental education activities for local schools.
- Organizes, develops and conducts professional development workshops in environmental education for teachers; trains teachers in environmental education curricula.
- Administers or organizes various environmental programs that include Adopt-A-Stream, and Adopt-A-Road; coordinates and administers volunteer programs for Adopt-A-Road, Storm Drain Marking; and may include Keep Roswell Beautiful.
- Provides support to the KRB Board of Directors through the execution of a Memorandum of Understanding (MOU).

- Provides support to KRB stand-alone projects and Community events including but not limited to: Earth Balloon (exception: Environmental Education Coordinator can schedule for Roswell schools), Great American Cleanup, America Recycles Day, and Youth Day. Limited role in execution of projects.
- Provides support to projects such as: Rivers Alive, Bring One for the Chipper, and the Litter Index as they are KRB programs and the department serves as a partner.
- Serves as Water Conservation Coordinator for the City of Roswell. Works in conjunction with Water Utility Manager with responsibilities in the following areas: 1) Education—creates and implements the schedule of events and workshops for water conservation, updates the section of the City website and other education-related duties, 2) Water Conservation Plan—develops, implements and administers the City of Roswell Water Efficiency Use Program, including water conservation plan/goals and compliance with MNGWPD Conservation Plan measures, 3) Track Conservation program measures and water usage—tasks include tracking efficiency of program policy changes needed to meet conservation goals and requirements, 4) Conservation Policy--recommends strategic and policy changes to assure compliance and foster environmental leadership.
- Prepares grant applications and related correspondence for submission to granting agencies; oversees compliance with grant requirements. Assists in writing applications for awards, certifications or other relevant accolades.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Coordinates with Community Relations and Deputy City Administrator on internal sustainability program, including education and implementation. Develops sustainability outreach programs for the Roswell community.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, newsletters, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in environmental science, environmental planning or closely related field; three (3) to five (5) years of professional experience in environmental education or planning or similar program development; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Facilitator certification for Project WET, Project WILD, and Project Learning Tree preferred.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge or familiarity with environmental planning objectives is required, with knowledge of sustainability practices and water conservation preferred.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data, as well as organizing and compiling data into information that facilitates decision-making. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to interpret and explain policies and issues to citizens and the general public.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information, and present information in formats suitable for a variety of audiences.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring, development of statistical averages (mean, median and mode) and recognition of trends.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work

station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions, but periodically may involve “outdoor classrooms” with exposure to heat, humidity, sun, insects and animal life.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.