



ENVIRONMENTAL ADMINISTRATOR I

CHARACTERISTICS OF WORK:

The work is administrative/technical and involves the management of projects and/or programs in environmentally-related areas. The work may also involve the supervision of staff. Work in this classification involves the participation in, and the administration of, a scientific/technical program area which pertains to environmentally-related issues. The work affords the opportunity for participation in the formulation of policy, personnel and/or budget decisions. The work is performed under supervision of an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in a field of atmospheric sciences, biological sciences, business administration, chemical sciences, engineering, environmental science, environmental technology, geography, geological sciences, hydrology, mathematical sciences, or public administration;

AND

Experience:

Five (5) years of experience related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in a field of atmospheric sciences, biological sciences, business administration, chemical sciences, engineering, environmental science, environmental technology, geography, geological sciences, hydrology, mathematical sciences, or public administration;

AND

Experience:

Six (6) years of experience related to the described duties.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down and to the left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, and controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to become competent in the technical areas needed to do a specific job.

Reads, comprehends, evaluates, interprets, and implements federal, state, and local laws, policies, mandates, and regulations relating to professional and technical environmental issues. Reads, comprehends, evaluates, and interprets information, data, and technical documents. Oversees regulated parties for compliance with state and federal regulations. Determines appropriate corrective actions for entities that are out of compliance, based on analyses and investigations. Understands, complies with, and implements safety rules and regulations. Develops recommendations as needed to change state statutes, state regulations, and agency policies. Effectively utilizes agency-adopted information, data, and technical software needed to perform specific duties. Effectively participates in and promotes training, continuing education, and professional development. Demonstrates proficiency in applicable technical areas based on the application of acquired technical knowledge. Manages programs and projects that impact human health and the environment. Effectively participates in negotiation of regulatory actions (e.g., permits, certifications, compliance, etc.)

Problem Solving and Decision-Making: The ability and willingness to work with people and to solve problems in order to effectively and efficiently complete assigned tasks.

Demonstrates the ability to anticipate potential—and identify existing—problems; uses problem-solving tools to navigate to a practical solution. Effectively participates in teams. Effectively develops and utilizes teams to solve problems. Negotiates when necessary to resolve problems. Seeks to identify and resolve conflict situations, and effectively deals with difficult issues and people. Studies and evaluates problems/concerns; researches solutions; uses creative thinking, sound judgment, good decision-making skills, and current information to provide both oral and written recommendations and solutions. Considers the effects of decisions on stakeholders, and takes action as appropriate. Exhibits the ability to handle multiple issues and projects concurrently. Identifies issues and develops alternatives to solve problems; selects the best solution, and effectively communicates the results; when the situation requires, makes sound decisions based on the available information, which may be incomplete or conflicting.

Stakeholder Relations: The ability and willingness to interact and communicate effectively with stakeholders.

Recognizes, respects, and is sensitive to various stakeholders' perspectives. Builds rapport with stakeholders. Represents and supports the agency positively (including mission, values, and goals). Provides proactive information to stakeholders to keep them informed of current and potential environmental situations. Demonstrates the ability to communicate complex technical ideas coherently and effectively, both in writing and orally, to technical and non-technical stakeholders. Demonstrates a functional understanding of the various organizational units within the agency and their relationships with each other. Responds in a timely manner to complaints and emergencies. Recognizes sensitive information and keeps it confidential, consistent with the law. Coordinates activities and communicates with the regulated community, the public, and governmental agencies. Solicits input from internal and external stakeholders through participation in formal and informal advisory groups.

Planning: The ability and willingness to become competent to contribute to the implementation of the mission of the agency.

Effectively participates in the development of budgets, plans, programs, policies, procedures, and schedules to meet the goals of the agency. Effectively utilizes tools such as risk assessment, cost-benefit analysis, socioeconomic impact analysis, etc. in the decision-making and planning processes. Works with other internal departments and external agencies on planning and budgeting. Exhibits an understanding of the agency's mission, values, goals, policies, and financial capabilities. Evaluates and recommends new technologies. Manages and coordinates environmentally-related programs. Participates in the development of operational priorities. Administers fees, grants, contracts, and loans for environmentally-related programs.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Manages and coordinates environmentally-related programs.
2. Ensures that regulated facilities comply with state and federal regulations.
3. May supervise staff and/or projects.
4. Coordinates activities and communicates with the regulated community, the public, and governmental agencies.
5. Coordinates and supervises environmentally-related studies.
6. Coordinates grants, cooperative agreements, contracts, and program budgets.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Develops or participates in the development of program plans, program goals, and program budgets; prepares progress reports on program goal attainment and budget status.

Prepares and/or presents evidence to the agency's governing Board to obtain orders and/or penalties against entities in violation of requirements.

Effectively participates in negotiation of regulatory actions (e.g., permits, certifications, compliance, etc.)

Ensures implementation of corrective actions.

Interprets, applies, and correlates laboratory findings with chemical, biological or microbiological regulatory requirements.

Supervises the analysis of technical reports.

Participates in the development of operational priorities.

Administers fees, grants, contracts, and loans for environmentally-related programs.

Performs related or similar duties as required or assigned.

Interview Requirements:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.