

CITY OF GLENDALE

TITLE:	Environmental Resource Director	CLASS CODE:	984
REPORTS TO:	Deputy City Manager - Public Works	GRADE:	52
DEPARTMENT:	Environmental Resources Division, Public Works	FLSA:	E
JOB SPECIFICATION DATE: July1, 2005 bwg			

JOB SUMMARY:

Directs, plans and organizes the Environmental Resources Department.

ESSENTIAL FUNCTIONS:

1. Develops department goals and objectives; develops department policies, procedures and work plans.
2. Establishes departmental organizational structure and develops the department budget.
3. Issues staff assignments, evaluates staff performance; provides quality review of staff deliverables; provides staff guidance and consultation; oversees staff development and recognition and selects new staff members.
4. Develops city policy positions and directs programs/plans on water resources, air quality, environmental issues and water quality; informs and advises the Mayor, City Council, City Manager and senior management on issues, policies and strategies.
5. Directs staff reviews and evaluations on current and proposed water resources and environmental legislation/regulations and court decisions; determines the impact on city operations; solves problems through recommendations for new policies, plans and procedures.
6. Represents the city at meetings with the federal, state and local agencies, and the public to discuss, negotiate, and resolve water quality, air quality and environmental issues.
7. Directs the preparation of plans, permit applications, reports and documents as required by law or by the city.

SECONDARY FUNCTIONS:

8. Performs related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Comprehensive knowledge of Federal, State and environmental and water resource laws and regulations

Working knowledge of management, public policy, negotiations, group dynamics, planning principles, statistics, research methods, cost analysis, computer modeling, report/plan preparation and presentation techniques.

SKILL AND ABILITIES:

Understand, analyze and evaluate highly complex technical/regulatory information related to environmental compliance, water resources, and water quality.

Communicate effectively both orally and in writing.

Conduct and facilitate meetings.

Exercise discretion and judgment in dealing with sensitive and controversial issues.

Establish and maintain effective working relationships with local officials, senior management, city employees, regulatory agencies and the general public.

WORKING CONDITIONS:

Most work is performed in an office setting. Requires some field inspections and investigations that may include the moving of moderately heavy objects.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in environmental sciences, public administration, urban/regional planning, and geography or a related field and five years of progressively responsible experience. A Master's Degree, management experience, and environmental certification are preferable.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

SPECIAL REQUIREMENTS:

Valid Arizona driver's license.