

## SENIOR ENVIRONMENTAL PROGRAMS SPECIALIST

*Proposed Jan. 2019*

### Nature of Work

Under the supervision of the executive director, assistant director or the environmental programs manager, the Senior Environmental Programs Specialist is responsible for the day-to-day operation and coordination of all environmental-related programs involving the Meramec Regional Planning Commission.

Responsibilities performed on a daily and/or weekly basis include:

- Providing detailed information and technical assistance to member governments and the general public in meeting state and federal requirements and answering questions;
- Using ARCGIS, HAZUS, and/or other software to create GIS and cartographic products for member governments or planning projects;
- Manipulating and analyzing GIS data for use by member governments or planning projects;
- Preparing FEMA Hazard Mitigation Plans and HUD/USDA Environmental Reviews for local governments;
- Providing information and educational programs on current environmental problems facing local governments;
- Analyzing and researching various environmental problems and/or opportunities;
- Developing and implementing plans and programs to meet federal, state and local mandates concerning environmental, waste and emergency planning regulations;
- Seeking and securing additional funding for meeting environmental needs of the region;
- Developing presentations and programs concerning solid waste, emergency planning and other environmental concerns;
- Serving as a liaison between the Missouri Department of Natural Resources, the U.S. Environmental Protection Agency and other local, state and federal agencies working in environmental areas;
- Following legislation on both state and federal levels that impacts the Meramec region communities;
- Providing administrative support to solid waste programs and other environmental committees;
- Implementing existing environmental programs;
- Coordinating with the appropriate staff to prepare budgets and reports;
- Preparing progress reports for state and federal grant programs;
- Overseeing the administration of grants and loans to see that all federal and state guidelines are met, progress in a timely manner and maintain communication with those involved;
- Identifying specific needs within communities and making recommendations on meeting those needs;
- Working with and training assigned staff to develop their skills and increase their knowledge and ability with a goal of handling increased responsibility;
- Providing assistance in mapping and illustration for various plans;

- Assisting with the development and occasionally the preparation of illustrations, leaflets, visual and graphic displays;
- Researching and updating data and MRPC - related information both for written reports and electronic media;
- Assist with staff training as needed;
- Performance of any other task assigned.
- Represent MRPC and present information on behalf of the organization at workshops, meetings and trainings when requested.

This job function is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

### **Qualifications**

Graduation from an accredited college or university with preference given to major course work in the fields of education, environmental sciences, planning, or other closely related fields of study. A master's degree in any of the foregoing is desirable but not mandatory. Two years experience in either public or private economic/community development is required. Two years of relevant experience may be substituted for each year of college. Skill in the preparation of written reports is necessary and oral communication skills are mandatory. Must possess a valid driver's license. Must possess the ability to work well with co-workers, commissioners and the desire to work in a team atmosphere.

### **Physical Requirements**

Constant use of hands and arms to type and write in order to complete necessary paperwork. Must be able to drive and/or ride long distances; night time driving is necessary. Must be able to converse in English by phone and in person with the public. Diction must be clear and audible for presentations. Must be able to sit long periods of time. Must be able to lift boxes and displays weighing approximately 35-40 pounds. Must be able to kneel to go through files in lower level cabinets. Must be able to visit and move about solid waste disposal areas, including recycling facilities, landfills and transfer stations. Must be able to travel overnight alone.

### **Salary Range**

The salary range for this position is \$33,751 to \$45,000 per year full time.

This position, as posted, will be a full-time position.

### **Internal and External Application Information**

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Tammy Snodgrass, Assistant Director. Position is open until filled. EOE/AA.

 Date: 12-21-18