

**WASHINGTON COUNTY**

Job Description

**JOB TITLE: Environmental Affairs Deputy Director/ Education Coordinator**

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Exempt (Y/N): No

DEPARTMENT: Environmental Affairs & Recycling

DATE UPDATED: September 2013

SUPERVISOR: Environmental Affairs Director

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**JOB CODE: ?**

**POSITION'S PHYSICAL LOCATION:** Based out of the County Maintenance and Operations Building. Duties of the job require traveling throughout the county.

**DEPARTMENT NAME FOR THIS POSITION:** Deputy Director and Environmental Educator

**SUMMARY:**

The employee is responsible for the outflow of public information from the Environmental Affairs & Recycling Office. The Deputy Director/ Education Coordinator will conduct public outreach programs to schools, communities, and elected officials. This person will also coordinate volunteer efforts and present ongoing public education regarding environmental issues and services offered by the Environmental Affairs Department. The employee is responsible for supervising department staff when the Director is out of the office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Provide informational programs to schools, youth organizations, and community and civic groups in order to advise the public of the goals and services of the department, as well as local solid waste regulations. Topics may include issues relating to solid waste, recycling, reuse, composting, litter prevention, illegal dumping, and other local environmental issues.
2. Coordinate Washington County recycling activities, including schools, County buildings, and rural recycling programs. Encourage compliance with Arkansas Code 8-9-203 through developing working relationships with other Washington County departments and schools to establish and maintain successful recycling, waste reduction, and environmental awareness programs.
3. Assist with everyday operations in office. This includes answering phone calls, paperwork, computer work, requesting purchase orders, signing invoices, and supervising the Environmental Affairs staff when the Director is out of the office.

4. Responsible for tracking recycling amounts collected from schools, County departments and rural recycling programs and reporting totals to Arkansas Department of Environmental Quality as required by ADEQ Regulation 28.
5. Function as a clearinghouse to provide teachers and community members with resources and educational materials. This includes researching grants and providing grant writing assistance to schools and the department to improve recycling and environmental education programs.
6. Responsible for creating and maintaining brochures, flyers, the departmental website, and other outgoing material regarding Environmental Affairs services and special events.
7. Work cooperatively with Boston Mountain Solid Waste District and other state and local educators and organizations on community events, teacher workshops and area resources.
8. Offer educational assistance for local communities during special events in the form of event recycling assistance, public education exhibits, and speaking engagements. This may require working evening and weekends.
9. Write public information articles and manage media relations to promote and inform the public about solid waste issues and departmental activities.
10. Participate in continuing education opportunities, such as educational trainings and conferences, in order to stay informed in environmental education as well as developing technology and theory in public education and outreach.
11. Develop, coordinate and/or present at workshops to assist teachers with earning continuing education credits. This may include earning various presenter certifications.
12. Organize volunteer support for educational programs and recycling services.
13. Assist with the Washington County's compliance of stormwater regulations as required by Arkansas Department of Environmental Quality.
14. Fill in at Household Hazardous Waste Facility for Collection Center worker as needed.
15. Perform all other required or assigned duties. This requires judgment to identify work that has not been assigned but must be completed, and the ability to self-start.
16. Represent the County in a professional manner.

### **FISCAL RESPONSIBILITIES**

This employee will have authority over environmental education grants. These grants are usually less than \$20,000 per year. This employee will also assist the Director in maintaining the annual departmental budget of \$362,920.

## **SUPERVISORY RESPONSIBILITIES**

This employee directly supervises 2-3 environmental educators. Responsibilities include interviewing applicants; training employees; and planning, assigning, and directing work. Educators will be located at Boston Mountain Solid Waste District, the City of Fayetteville's Solid Waste Department, and Washington County Environmental Affairs Department. This employee will coordinate projects between the education team. Supervisory responsibilities are carried out in accordance with Washington County's policies and applicable laws.

### **Education:**

Employee should have a four-year degree in environmental science, environmental studies, communication, or related field.

### **General Experience:**

Two year related experience and/or training preferred.

### **Management Experience:**

At least one year related management experience preferred.

## **WORK SKILLS**

### **Analytical Ability/Problem Solving:**

This position requires supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential is necessary.

### **Planning:**

This employee will have considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

### **Decision Making:**

This employee performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

### **Supervision Received:**

This employee works under general direction, working from policies and general directives. He or she rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

### **Accuracy:**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation which could cause further errors, losses or embarrassment to the organization.

**Communication Skills:**

This employee must have the ability to write reports, business correspondence, and policy/procedure manuals. Must also possess the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:**

Employee should have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Employee should also possess the ability to compute rate, ratio, and percent and to prepare and interpret bar graphs if necessary.

**Critical Thinking Skills:**

Employee should have the ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

**Mental Demand:**

This position requires moderate mental demand.

**Certificates, Licenses, Registrations:**

This employee must hold a Solid Waste Journeyman's license from the Arkansas Department of Environmental Quality. If the employee does not hold the license upon hiring, he or she will be required to obtain certification within the first year of employment. Certification will be maintained through ongoing education.

**Public Contact:**

This employee has regular contact with patrons where the contacts are initiated by the employee. This involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

**Employee Contact:**

This employee will have contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contact with other departments or offices, generally in normal course of performing duties. This requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

**Use of Machines, Equipment, and/or Computers:**

Regular use of a computer and some specialized software is required for this position.

**Software Skills Required:**

This position requires basic skills in alphanumeric data entry and databases, intermediate skills in spreadsheets, and advanced skills in word processing, presentation/PowerPoint, and desktop publishing software.

**Physical Activities:**

While performing the duties of this job, the employee is regularly required to sit, reach with hand and arms, use hands to handle or feel objects/ controls and talk or hear. The employee is occasionally required to walk. Must also stoop, kneel, crouch, crawl, climb or balance. Specific vision abilities required by this position include close, distance and color vision and the ability to focus.

**Weight Lifted:**

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Vision Requirements:**

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Conditions:**

This employee will occasionally fill in for the Collection Center worker. During those times, he or she will be exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions.

**Noise Level:**

The noise level in the work environment is moderate.

**Additional Information:**

This employee must possess excellent interpersonal skills in order to establish and maintain good working relationships with co-workers, other County employees, elected officials, Quorum Court members, various organizations, and other municipal offices. He or she must be able to learn, explain and provide correct information about solid waste management, stormwater management and other environmental issues related to Washington County. He or she must be able to organize work and establish priorities, work on several projects or issues simultaneously, and must be detail-oriented.