

ENVIRONMENTAL COORDINATOR

DEFINITION

Under direction of a Principal Planner, performs complex professional planning duties as the Planning Division's lead staff person in conducting environmental analysis, as required by CEQA and NEPA.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Reviews public and private proposals to ensure compliance with City, County, State, and Federal regulations governing environmental review. Facilitates inter-agency project reviews, prepares and/or supervises the preparation of other related documents such as Negative Declarations, Notices of Exemption and Environmental Impact Reports on large projects. Presents findings to Planning Commission and City Council. Guides, directs and mentors planning interns; may direct and advise other professional staff members in environmental review.

DISTINGUISHING FEATURES OF THE CLASS:

This is a specialized advanced journey level class in the professional Planner series. The incumbent reports to the Principal Planner in charge of the Development Review Section of the Planning Division, and additionally, supports the Advanced Planning Section with environmental review.

MINIMUM BASIC REQUIREMENTS:

Three years of progressively responsible professional planning experience involving environmental review of development projects, report preparation and project management, including one year of experience writing Environmental Impact Reports or one year of experience with a municipal government in the environmental review area. Bachelor's degree education in urban planning, environmental studies or a related field may be used in combination with experience to meet the minimum qualifications and desired knowledge and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: The provisions, scope and function of the California Environmental Quality Act, National Environmental Policy Act, Air Quality Management District regulations, State and County Hazardous Material programs and various land use planning laws and guidelines; consultant selection/RFP process, contract negotiation, management and administration.

Ability to: Make sound recommendations; interpret laws, regulations and ordinances and apply them to specific cases; prepare comprehensive reports; understand and review development plans and specifications; understand and review traffic studies; recommend changes to comply with environmental issues; prepare and deliver oral presentations to City Council, Planning Commission, and citizen groups; utilize principles of Total Quality Service in day-to-day operations; develop and maintain effective working relationships with developers, contractors, architects, engineers, and other City employees; deal effectively with stressful and/or confrontational situations requiring tact, diplomacy and persuasion.

Special Minimum Requirement

Must possess and retain a valid California Class C Driver's license as a condition of employment.

Special Working Conditions

Willingness and ability to work irregular hours, including evenings and weekends as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

The successful performer is an independent and self-motivated individual who can attend to customer concerns in a pro-development environment while upholding the mandates of City, County, State and Federal laws and regulations. Since the position coordinates between departments and assists case managers in developing the City's position regarding environmental matters, the Environmental Coordinator must possess and use excellent conflict resolution skills, including the ability to communicate effectively, and establish and maintain good working relationships with key contact personnel throughout the City.

Class title established per Council Resolution No. 88-38,  
effective 7-1-88

Reviewed: 11/08

ADA Approved: 11/08