

**City of San José**  
**CLASS SPECIFICATION**

**Title: Environmental Program Manager (5213)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Varies	Exempt

**CLASS SUMMARY**

Under general direction, plans, organizes and directs the activities of assigned programs within the department; coordinates activities with other programs and divisions within the department and with other City departments; provides management oversight. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Environmental Program Manager is a mid-management classification with responsibility for planning, directing, and managing a programmatic unit within the department. Incumbents may manage subordinate supervisors and/or professional and clerical staff. Incumbents participate in departmental planning policy making processes and may collaborate with management from multiple departments, as well as external organizations. This classification requires knowledge of environmental compliance or sustainability issues and the federal, state, and local laws, regulations, and guidelines that govern them. Environmental Program Manager differs from Senior Environmental Program Manager in that the latter serves on the departmental senior management team and manages external contract operations or programs with significant impact on City-wide organizational priorities.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

A Bachelor's degree from an accredited college or university with major course work in environmental sciences, public or business administration, or a closely related field, AND five (5) years of increasingly responsible experience in overseeing and administering environmental programs, including two (2) years of supervisory experience.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Coaching - Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.

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- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance
- Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- Management - Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Plans, organizes and directs assigned program activities for such functions as environmental regulatory compliance, conservation and resource management or analysis of environmental impacts of capital improvements; ensures that program work products and action plans are in support of department, as well as City's goals, objectives, and mandates; ensures the implementation of Federal and State regulations for the City, including City-wide environmental enforcement programs.	Daily/Several Times
2.	Oversees assigned program(s) and operational teams; provides resources, advice, and management support to ensure successful team performance; leads staff by example and vision; ensures staff involvement in a broad range of decision-making and encourages accountability and results oriented processes.	Daily/Several Times

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3.	Oversees the development and implementation of assigned work plan; assigns work activities and projects to staff and teams; monitors work flow; reviews and evaluates work products, methods, and procedures; ensures that work products and action plans are in support of department, as well as City's goals, objectives, and mandates.	Daily/Several Times
4.	Builds and maintains positive working relationships with co-workers, other City employees, other organizations and their representatives, regulatory agencies, and the general public exhibiting principles of positive customer service and communication skills; collaborates regularly with other City Department management to ensure compliance and/or program alignment.	Daily/Several Times
5.	May supervise subordinate management, supervisory and professional staff; participates in the appointment of personnel; provides or coordinates staff training and coaching; conducts performance evaluations in a timely and effective manner; implements performance development plans for staff; initiates and implements discipline procedures as necessary and according to City's Personnel Policies and Procedures; maintains staff quality and encourages high performance standards required for the efficient and professional operation of the Department.	Daily
6.	Acts as a representative to outside agencies and organizations; participates in community and professional groups and committees; acts as a technical and professional resource providing support and assistance reflective of the City's concerns and interests.	Weekly
7.	Develops and oversees assigned budget and associated fiscal operations which includes, grant funding, contract negotiations and lease agreements; oversees budget implementation and on-going administration; projects and forecasts funding needed for staffing, equipment, materials, and supplies; monitors approved budget, recommending adjustments as necessary.	Weekly
8.	Assists in the development and implementation of departmental goals, objectives, policies, and procedures; provides highly responsible professional and technical advice.	Weekly
9.	Researches and prepares a variety of highly technical and administrative reports; prepares written correspondence on the more sensitive issues; prepares reports and presents at the City Council and commissions/committees periodically and upon request.	Weekly
10.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

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**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

**CLASSIFICATION HISTORY** *Created 2/89, Rev. & Ret. 3/96 (Formerly Environmental Services Program Manager), Rev. 09/17, 2/20; s003*