

City of San José
CLASS SPECIFICATION

Title: Senior Environmental Program Manager (5214)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Exempt

CLASS SUMMARY

Under general direction, plans, organizes and directs the activities of assigned large programs within the department; coordinates activities with other divisions and departments within the City, and with external agencies and private organizations; assists department senior and executive management in the formulation and implementation of department policies and procedures. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this classification plan, direct, and manage a comprehensive programmatic division within the department; programs managed often have considerable impact on City-wide organizational priorities. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, management of multiple external contract operations, regulatory permit compliance, or programs, and program evaluation. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. Incumbents serve on the departmental senior management team representing assigned programs and participating in departmental planning policy making processes. Incumbents in this classification collaborate extensively with senior City management from multiple departments, as well as external organizations. This classification requires extensive and in-depth knowledge of environmental compliance and sustainability issues and the federal, state, and local laws, regulations, and guidelines that govern them, as well as comprehensive knowledge of local planning and political situations/concerns that impact environmental issues. Senior Environmental Program Manager differs from Division Manager in that the latter is responsible for administrative direction and control of a broader array of programs and services and does not require in-depth technical knowledge of environmental issues and related laws and regulations. Senior Environmental Program Manager differs from Environmental Program Manager in that the latter does not serve on the departmental senior management team and does not manage external contract operations, regulatory permit compliance, or large 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 six (6) years of increasingly responsible experience in overseeing and administering complex environmental programs, including three (3) years of progressively responsible 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.)

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- 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, including but not limited to:
 - environmental compliance and sustainability issues and the federal, state, and local laws, regulations, and guidelines that govern them;
 - local planning and political situations/concerns that impact environmental issues.
- 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.
- Coaching - Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Creativity - Addresses objectives and problems while questioning traditional assumptions/solutions in order to generate creative ideas and new ways of doing business; exhibits creativity and innovation when contributing to organizational and individual objectives; seeks out opportunities to improve, streamline, reinvent work processes.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- 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.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- 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.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.

DUTY NO.	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:	FREQUENCY*
1.	Plans, organizes and directs assigned activities within a division for functions including integrated waste management, stormwater management, environmental enforcement and ensures that divisional 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

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2.	Oversees larger programs 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
3.	Oversees the development and implementation of assigned program's work plan; assigns work activities, projects and programs to staff and teams; monitors work flow; reviews and evaluates work products, methods, and procedures; ensures that program 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; collaborates with policy makers and regulators to recommend modifications to compliance and program requirements that better meet the needs of the public and City.	Daily/Several Times
5.	Supervises 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 program's budget and associated fiscal operations which includes oversight of high value/volume budget, revenue programs, rate setting, grant funding, complex 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

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8.	Serves as a member of Senior Management Team; assists in the development and implementation of departmental goals, objectives, policies, and procedures; provides highly responsible professional and technical advice to Senior Management team.	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

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 2/20; s001*