

Code: 2368

Title: ENVIRONMENTAL PLANNING MANAGER

SUMMARY: Manages the administrative and technical environmental planning activities in a specialized planning and development section.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs the activities of professional, technical and support personnel engaged in the analysis and interpretation of planning data, and the development, implementation and/or enforcement of environmental plans, policies, procedures and regulations;

Reviews capital improvement projects and/or private development proposals for environmental impacts and advises Director;

Reviews and formulates changes to new and existing environmental policies, regulations and statutes and coordinates implementation with governing bodies and regulatory agencies;

Develops recommendations for and monitors implementation of long-range, short-range and contingency plans; Analyzes existing and proposed environmental planning programs for conformance to Federal, State and local regulatory laws and guidelines;

Reviews proposed preliminary development plans and advises County Management on project concurrency, compliance, impact and design.

Researches availability of grants and other funding sources;

Supervises the preparation of rate and bond feasibility studies;

Researches and prepares recommendations for the modification or development of departmental and County regulations, policies and procedures affecting air, water and land resources;

Represents the department and serves as departmental liaison to Federal, State and local environmental planning and/or regulatory committees and agencies to coordinate activities and programs;

Receives, investigates and responds to environmental complaints;

Prepares and delivers presentations regarding study results and departmental plans and objectives;

Conducts and evaluates environmental impact studies;

Develops indices showing social, physical and economic impacts of present and projected resources;

Prepares technical reports and project summaries;

Trains, supervises and evaluates support personnel;

May be required to testify in court, before boards, commissions and other regulatory bodies regarding activities related to area of assignment;

May prepare, administer and monitor budget for assigned areas of responsibility.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, and current developments in environmental planning;
- County, State and Federal laws related to environmental planning and resource management;
- techniques of program development, project economics and funding sources;
- short- and long-range planning concepts.

Skill in:

- reviewing and analyzing planning requirements and developing environmental plans;

- coordinating environmental plans with Federal and/or State programs;
- preparing technical reports and evaluations;
- communicating effectively, orally and in writing;
- interpreting and applying County, State and Federal laws pertaining to environmental planning;
- maintaining effective working relationships with other departments, governmental agencies and the public;
- using research methodology to formulate effective plans;
- supervising professional and technical personnel.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in planning, resource management, environmental engineering or a related field as defined by the Appointing Authority, and four years of experience in planning of which two years involved environmental or natural resource planning appropriate to area of assignment.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona class D Drivers License at the time of appointment or prior to completion of probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.