

POSITION CLASSIFICATION
CLASS CODE: GS – 30

CLASS TITLE: **Assistant Director, Environmental Protection**

INTRODUCTION:

Provide the administrative direction and serves as Assistant Director of the environmental programs, and is responsible for the training and supervision of subordinates, professionals, and clerical employees.

In his District or Territorial wide, plans and directs all activities of environmental programs.

EXAMPLES OF DUTIES:

- Gives policy and technical guidance to the staff any and all environmental programs to include administrative, technical, financial, and engineering personnel.
- Provides leadership for any or all environmental programs as needed on a Territorial or District level.
- Provides leadership in the absences of the Director or on behalf of the Director as needed or directed.
- Confers regularly with subordinate staff to include, environmental program heads to review developments, problems, and plans of action in their areas.
- Determining program direction for the environmental programs of the Division.
- Represents the environmental programs in conferences and in contact with the citizenry, territorial and federal agencies on matters pertaining to environmental disciplines, concerns and problems.
- Supervises and manages any an all divisional personnel and any and all environmental programs.
- Evaluate the work performance of staff, makes recommendations for personnel action, and supervises staff training and development.
- Supervises regulatory activities pertaining to environmental programs and cause the preparation of pertinent enforcement documents.
- Confers with and assist legal counsel with pending enforcement actions.
- Provides guidance to staff relative to the applicability of laws and regulations suspected to be violated and the viability of pending enforcement actions.
- Makes recommendations to the Director for the adoption of additional laws, regulations or amendments to the existing laws and regulations.
- On a District or Territorial level, develops and administers the various programs of environmental services, including the preparation of plans, budgets, and reports.
- Directs the day-to-day activities of the District in which he/she is assigned to include time and attendance, operation of vehicle fleet, complaints, investigations, etc. Examples not all-inclusive.

Factor 1: Knowledge required by the position

- Considerable knowledge of Divisional programs, goals and objectives, social, economic, and community needs, trends, and concerns of then population at large.
- Considerable knowledge of legislative trends and legislative processes as they may affect the operation and viability of any and all environmental control program.
- Thorough knowledge of the application of administrative and legislative principles to environmental program areas such as air pollution, solid waste management, wastewater collection and treatment, water pollution and water supply and treatment, permit processes, promulgation of rules, etc.

Factor 2: Supervisory

- Work is performed under the direction of the Director, Environmental Protection. This employee is given wide latitude to develop projects and implement programs in accordance with the objectives of the Division. Must have the ability to coordinate a wide range of environmental programs and coordinate these effectively with other departmental objectives. Work is reviewed for conformity with established laws, rules, regulations and achievement of program objectives.

Factor 3: Guidelines

- Guidelines include department policies, procedures, as well as local and federal rules and regulations and statutes.

Factor 4: Complexity

- The assignments involves providing supervision and guidance to employees of all environmental programs. The employee develops and manages programs for the environmental services. He/she confers with department heads to review problems and courses of action.

Factor 5: Scope and Effect

- To assist the Director in providing assurance that all environmental laws and regulations in the territory are enforced and that all environmental control programs achieve their annual goals and commitments.

Factor 6: Personal Contacts

- Contacts will include staff, divisional and departmental leadership, co-workers, federal agencies and other territorial subordinate agencies, engineers, legislators, and the general public. Contacts with staff to assign duties and supervise tasks.

Factor 7: Purpose Contacts

- Contacts are chiefly to facilitate public concerns and complaints, conduct meetings and public hearings, public speaking, civic groups, negotiate compliance with violators, exchange information, coordinate projects, discuss technical requirements and status or requirements of work, to negotiate changes, to discuss problems and solutions, and to explain decisions rendered.

Factor 8: Physical Demands

- The work requires bending, stooping, standing and sitting. Travel may be required with little or no advance warning.

Factor 9: Work Environment

- Most work will be performed indoors in an office setting. Work will include outdoors where incumbent will be exposed to heat, sun, noise and other unpleasant conditions. Work could involve recurring exposure to potentially dangerous or hazardous situations, chemicals, and materials.

Minimum Requirements:

- Incumbent should possess a Masters degree from an accredited institution in Environmental Science, Biology, Marine Biology, Hydrology, Geology, Engineering and similarly related sciences and eight (8) years experience, four (4) or more years supervising environmental programs. **OR** A Bachelor of Science in one of the above fields and ten (10) years experience, six (6) or more years supervising environmental programs.