

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>E716</b>
<b>FLSA:</b>	<b>N</b>
<b>WC:</b>	<b>8810</b>
<b>PG:</b>	<b>510</b>
<b>EEO:</b>	<b>5</b>

**CLASSIFICATION TITLE: ENVIRONMENTAL EDUCATION COORDINATOR**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to guide and promote the awareness and understanding of sustainability and environmental stewardship in the City of Roswell including Keep Roswell Beautiful (KRB), execution of environmental education programs and train-the-trainer workshops for teachers, schools, and the general public. This is a professional position involving understanding and compilation of community goals and standards, requiring independent judgment and action to create and implement community and staff programs.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Responsible for clear understanding and articulation of program objectives, interpretation of complex technical information for varied community audiences, with effective program development and engagement of community leaders and citizens in environmental improvement.

Coordinates environmental education activities with public school curriculum; develops, implements and presents age appropriate environmental education activities for local schools.

Organizes, develops and conducts professional development workshops in environmental education for teachers; trains teachers in environmental education curricula.

Administers or organizes various environmental programs including Keep Roswell Beautiful, Adopt-A-Stream, and Adopt-A-Road; coordinates and administer volunteer programs for Adopt-A-Road, Storm Drain Stenciling; organizes and facilitates EverGreen School meetings.

Acts as Executive Director of KRB and as such shall provide support to the KRB Board of Directors in the following manner:

- Attend board meetings.
- Provide guidance, as requested, for administrative items such as By-Laws, Code of Conduct, supplying information that could assist in making decisions.
- Send out board materials prior to board meetings.
- Provide guidance as needed for fundraising but not responsible for administration of fundraising events. Limited role in soliciting sponsors preferably in support of a board member.
- Attend Keep Georgia Beautiful Executive Director Training/Keep America Beautiful training and report back to board.

- Provide support as needed to Keep Roswell Beautiful stand-alone projects and Community events including but not limited to: Earth Balloon (exception: Environmental Education Coordinator can schedule for Roswell schools), Website, Duck Race, Great American Cleanup, America Recycles Day, and Youth Day. Limited role in execution of projects.
- Coordinate projects such as, Rivers Alive, Bring One for the Chipper, Roswell Green Expo and the Litter Index as they are KRB programs and the department serves as a partner.
- Assist in writing of grants and awards applications.

Submit reports to Keep America Beautiful including the semi-annual, annual, Great American Cleanup, Litter Index and America Recycles Day. Serves as Water Conservation Coordinator for the City of Roswell. Works in conjunction with Water Distribution Superintendent with guidance from the Water Resources Manager, with responsibilities in the following areas: 1) Education—creates and implements the schedule of events and workshops for water conservation, updates the section of the City website and other education-related duties, 2) Water Conservation Plan—develops, implements and administers the City of Roswell Water Efficiency Use Program, including water conservation plan/goals and compliance with MNGWPD Conservation Plan measures, 3) Track Conservation program measures and water usage—tasks include tracking efficiency of program policy changes needed to meet conservation goals and requirements, 4) Conservation Policy--recommends strategic and policy changes to assure compliance and foster environmental leadership.

Prepares grant applications and related correspondence for submission to granting agencies; oversees compliance with grant requirements.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.

Coordinates with Community Information Office and Deputy City Administrator on internal sustainability program, including education and implementation. Develops sustainability outreach programs for the Roswell community.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, newsletters, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's degree in environmental science, environmental planning or closely related field; plus one (1) to two (2) years of professional experience in environmental education or planning or similar program development; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Facilitator certification for Project WET, Project WILD, and Project Learning Tree preferred. Must possess and maintain a valid Georgia driver's license.

## PERFORMANCE APTITUDES

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Knowledge or familiarity with environmental planning objectives is required, with knowledge of sustainability practices and water conservation preferred.

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data, as well as organizing and compiling data into information that facilitates decision-making. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to interpret and explain policies and issues to citizens and the general public.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information, and present information in formats suitable for a variety of audiences.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring, development of statistical averages (mean, median and mode) and recognition of trends.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (35-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation or in field settings.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Effective oral communications to a variety of audiences is a continuous requirement.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions, but periodically may involve "outdoor classrooms" with exposure to heat, humidity, sun, insects and animal life.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*