

Director of Office of Environmental Policy

GENERAL STATEMENT OF DUTIES: Responsible for the development within the City of Annapolis of city wide environmental plans, policies and programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a high level, highly visible professional position, which is responsible for the development within the City of Annapolis of city wide environmental plans and programs that include, but are not limited to the development of environmental plans and initiatives. This position reports directly to the City Manager.

Serves as a principal liaison with City departmental representatives, contractors, businesses, residents, community and environmental organizations, and governmental organizations at all levels. This position works with the Annapolis Environment Commission, the Annapolis Conservancy Board and the City Council Environmental Matters Standing Committee. The Director is responsible for developing long and short-range budgets to further the environmental activities and programs with the City. The Director of the Office of Environmental Policy advises the Mayor and City Council in establishing legislative policy affecting all aspects of municipal government related to environmental policy and protection and enhancement of the natural environment. These functions may require extensive public presentations and daily interaction with the public.

EXAMPLES OF WORK: (Illustrative only)

Serves as the primary point person to develop, coordinate and administer effective environmental programs and initiatives related to climate change, sea level rise and other environmental resiliency measures as directed by the City Manager and the Mayor;

Establishes and maintains a long term economic, social and environmental resiliency plan to be implemented by the City;

Provides input and guidance for related environmental programs and initiatives, and works collaboratively with a broad range of stakeholders on complex technical and social issues related to climate change, sea level rise and other environmental resiliency matters;

Establishes work assignments for the staff of the Office of Environmental Policy, and advises on solutions to difficult and/or unusual problems;

Reviews Office of Environmental Policy work product, with a view toward meeting goals and objectives;

Prepares and administers city-wide and site specific plans related to sustainability, energy use, resiliency, tree canopy, watershed improvement, stormwater management and environmental compliance and environmental conservation and improvement;

Works with the Director of Public Works and the Director of Planning and Zoning to ensure the City's compliance with the National Pollution Discharge Elimination System Municipal Separate Storm Sewer System permit and other local, state and federal environmental regulations, watershed improvement and stormwater compliance coordination and project management, developing and managing sustainability, resiliency and land conservation programs;

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Serves as the City's floodplain manager and works collaboratively with departmental representatives to ensure program and policy creation that ensures implementation of community rating system, code compliance and implementing cultural resources mitigation plan;

Coordinates the City's environmental education and grant writing efforts with an emphasis on resiliency and environmental protection;

Reviews and directs the management of grants for environmental projects;

Manages the expansion, planning and maintenance of the city's urban tree canopy. Enforces city code sections related to tree planting, maintenance and removal;

Coordinates preparation of annual reports for state and federal agencies related to the city's compliance with the environmental regulations administered by these agencies;

Makes presentations and gives talks regarding Office of Environmental Policy activities before professional and lay audiences;

Represents the City and maintains liaison with a wide variety of Boards and Commissions, City employees, non-profit and other government organizations;

Prepares Office of Environmental Policy work programs and budgets;

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive and broad knowledge of the principles and practices of environmental management and compliance, urban forestry, floodplain management, stormwater management, watershed improvement, natural resources conservation and enhancement, sustainability, and resiliency. Ability to plan, direct and manage the work of subordinates; ability to communicate effectively both orally and in writing; ability to follow up effectively; ability to exercise judgement and discretion in legal determinations affecting environmental ordinances and state and federal regulations; demonstrated skill in the areas of negotiation, consensus building and conflict resolution.

ACCEPTABLE EXPERIENCE AND TRAINING:

Requires extensive professional experience of a progressively responsible nature at least three years of which must be at an executive or supervisory level in environmental management, natural resources conservation or related experience, and possession of a master's degree from an accredited college or university in environmental science or public administration.