

ENVIRONMENTAL PROGRAM MANAGER

DEFINITION: Under administrative direction, performs work of considerable difficulty in managing a component program unit within the Navajo Nation Environmental Protection Agency (NNEPA) engaged in the enforcement, protection and control of environmental related issues of significant depth and complexity; serves as a scientific expert on environmental issues that are significantly complex and difficult; identifies and resolves environmental problems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes, prioritizes and manages all activities of an environmental program within the Navajo Environmental Protection Agency including but not limited to policy development, regulatory compliance and enforcement, inspections and investigations, feasibility studies, public outreach and supervision of professional and/or administrative staff; develops environmental policies and procedures to supplement or improve existing policies issued by respective federal environmental agencies; develops short and long term program goals and objectives; maintains liaison with federal, state and tribal entities and the public to ensure environmental protection; drafts legislative proposals and agency office policies impacting environmental programs; makes administrative decisions that may significantly impact the respective program unit, such as personnel, budget, procurement or other similar administrative responsibilities.

Assures program mission is in compliance with program goals and objectives; streamlines program operation in accordance with established organizational objectives; strengthens program activities through program evaluation procedures; implements internal control mechanism through development of procedures and guidelines in maintaining program accountability; develops and maintains environmental data tracking system; ensures data management activities are in accordance with federal requirements; develops and implements prevention strategies; keeps abreast of new developments in environmental legislation, best management practices and technologies; reviews staff assignments to assure compliance with program directives, time-tables, out-comes and service delivery; prepare required reports; participates in the negotiation and settlement of major regulatory or policy matters.

Investigates environmental complaints and concerns; conducts inspections and report on findings; notifies appropriate local, state and/or federal agencies as circumstances and requirements dictate; identifies and consults with upper level management staff on new environmental concerns; seeks grant and/or other funding sources; develops and forwards grant funding proposals; identifies program/project parameters, evaluation tools, deliverables and other relevant information; monitors personnel-related matters; monitors budget expenditures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, state and Federal statutes, rules, regulations, policies, and procedures as they relate to environmental protection concerns.

Knowledge of the principles of management, administration, supervision, and procedures used in a large regulatory environmental control program.

Knowledge of environmental functions assigned to each program segment.

Knowledge of the principles and techniques of field investigations and research.

Knowledge of supervisory methods and techniques.

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Skill in evaluating and assessing compliance to complex statutes, rules, regulations, policies, procedures, protocols, and other directives.

Skill in applying complex statutes, rules, regulations, policies, procedures, protocols and other directives to individual situations and circumstances.

Skill in conducting and undertaking scientific field investigations and research.

Skill in operating a personal computer utilizing a variety of software applications.

Skill in establishing and maintaining effective and cooperative working relationships with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENTS: Work requires the ability to work in and out of doors in varying weather conditions at all times of the year. Walking over long distances, carrying heavy, bulky equipment and other items, climbing ladders or into trenches may be required. There is the risk of potential exposure to harmful chemicals, pesticides, noxious fumes and other hazards.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Biology, Chemistry or a closely related field; and five (5) years of progressively responsible experience overseeing, managing and administering environmental programs or projects, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Additional certifications may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.