

City of Watsonville

ENVIRONMENTAL EDUCATION COORDINATOR

\$4,700.90 - \$6,299.66/Month*

Filing Deadline: Monday, August 1, 2016 at 5:00 p.m.

(No postmarks accepted)



*“Opportunity Through
Diversity; Unity Through
Cooperation”*

Employment Opportunity

Put your passion and skills to work in a dynamic community where you will make a difference. The City of Watsonville’s Public Works and Utilities Department is seeking an individual with a high level of skill and experience in coordinating environmental projects and delivering community outreach, and conservation education programs.

This position offers a unique opportunity to practice the art of effective outreach as well as being a project lead on multiple resource conservation initiatives, such as energy projects, water conservation, wetland restoration, waste stream diversion, and many more. This position works with the Environmental Projects and Outreach team in Public Works and Utilities Department.

Grow your career by joining the City of Watsonville’s Public Works and Utilities Department, which manages an award-winning multicultural environmental outreach program, potable water system, a wastewater recycling plant, garbage and recycling service, a landfill, streets infrastructure, a wetland trail system.

DEFINITION

Implements programs designed to promote awareness of the City of Watsonville’s role in providing water, wastewater and solid waste services and protecting local natural resources. The Coordinator provides educational opportunities for local students, teachers and parents to learn about recycling, composting, litter prevention, graffiti prevention, water pollution prevention, water conservation and protection of watersheds including sloughs and wetlands and is responsible for a range of educational activities including: field trips, classroom presentations, school assemblies and special events, a resource library, and technical assistance for in-school resource conservation activities.

DISTINGUISHING CHARACTERISTICS

This job class functions at the advanced journey level of classification, managing the environmental educational programs for divisions of the Public Works and Utilities Department.

SUPERVISION RECEIVED

Receives supervision from the Public Works/Utilities Department Senior Administrative Analyst or other designated supervisory personnel

Exercises direct supervision over the Environmental Science Workshop Coordinator, Environmental Education Assistant and Environmental Intern.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Implements outreach programs to students, teachers and school administrators promoting recycling, composting, litter prevention, graffiti prevention, water pollution prevention, water conservation and watershed protection including sloughs and wetlands
- Train, direct, coordinate and formally evaluate the work of subordinate personnel
- Promotes the school program to administrators and teachers
- Makes classroom presentations
- Leads student and adult groups on field trips through City facilities and other locations
- Coordinates all aspects of the field trip program including transportation, pre-trip educational packets and follow-up activities
- Develops educational displays at the City’s facilities
- Directs and implements science education programs at the Science Workshop and Nature Center
- Develops curriculum and provides curriculum training to staff and volunteers
- Trains employees and volunteers in environmental education activities and curriculum
- Participates in special events and programs in the schools and community such as assemblies, science fairs and the July 4th celebration and other special events
- Assists with the implementation of on-site recycling and water conservation systems such as paper recycling and low-flow retrofits in school facilities with City staff, school staff and student organizations
- Maintains a resource lending library for students and teachers which includes evaluating and purchasing materials, keeping track of inventory and promptly responding to requests
- Ensures compliance with safety measures in the environmental education programs
- Performs related administrative duties
- Researches and applies for grant funds

Human Resources
Department
275 Main Street, Suite 400
Watsonville, CA 95076
Phone: 831.728.3020
Job-Line: 831.728.3025
Fax: 831.761.0736

www.cityofwatsonville.org

- Maintains records on school and community contacts, schedules, budget and program accomplishments
- Prepares summary reports
- Performs other duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- principles and practices of environmental education
- classroom and field teaching techniques, curriculum development and teacher training
- development of educational displays
- computers for word processing
- public school administrative procedures and policies

Ability to:

- apply organizational, creative, interpersonal and business skills to execute the duties of this position
- interface with local school administrators, community members, educators, students and the public
- interact effectively with diverse cultural and ethnic groups
- work independently and in a team environment
- communicate effectively, orally and in writing
- work in an office environment subject to heat/cold and fragrances such as perfumes
- sit at a desk and in meetings for long periods of time on a continuous basis
- use a telephone, write and use a keyboard to communicate through written means
- use near vision for long periods of time
- abide by safety policies and procedures and perform safe work practices
- intermittently bend and twist to reach equipment surrounding desk and event equipment
- work outdoors in varying weather conditions
- lift objects weighing 50 pounds or less
- intermittently reach above and below shoulder level to reach books, files and reports on shelves and in filing cabinets
- grasp electronic equipment, books and documents with right and left hand
- drive a vehicle
- walk on uneven surfaces; walk and stand for prolonged periods of time
- hear adequately to converse on the telephone, radio, cellular phone, and in person
- establish and maintain effective work relationship with those contacted in the performance of required duties
- speak English/Spanish highly desirable

EDUCATION AND EXPERIENCE Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's Degree in Education, Environmental Studies or related field
- one year of full-time work in environmental education including conducting presentations and leading field activities
- strong oral, written, public relations and organizational skills

LICENSE

- A valid Class C California Driver's License and a safe driving record

APPLICATION AND TESTING

Applications must be submitted to the Human Resources Department, 275 Main Street Suite 400, 4th floor, Watsonville, CA 95076, by the filing deadline. **No postmarks accepted.** All candidates will receive written notification after applications have been screened for requirement compliance. Testing and interview dates will be announced at a later time. Names of successful candidates who do not receive a job offer will be placed on an employment list.

APPOINTMENT AND BENEFITS

The position benefits include vacation, sick leave, and holiday benefits. The City offers Public Employees Retirement System Benefits. Employees shall pay the full 7% PERS contribution. Depending on the needs of the City, bilingual pay (English/Spanish) may be available upon passing the bilingual exam (\$75/month conversational premium pay, \$250/month written and conversational premium pay).

The candidate selected will be appointed for a 12-month probationary period. Names of successful candidates who do not receive a job offer will be placed on an employment list which normally remains in effect for one year. The Human Resources Department may abolish an Employment List at any time the needs of the City so require. This position is represented by the Mid-Management Bargaining Unit.

Prior to appointment to the positions of Environmental Education Coordinator, a medical examination and Department of Justice Livescan fingerprinting will be required.



The City of Watsonville is an Equal Opportunity Employer and encourages workplace diversity. The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.