

STATE OF NEBRASKA
CLASS SPECIFICATION
EST: 11/97 - REV: 04/08

CLASS CODE: G45800
SALARY GRADE: 19
OVERTIME STATUS: E

ENVIRONMENTAL QUALITY ASSOCIATE PROGRAM DIRECTOR

DESCRIPTION: Under administrative direction, administers assistance programs for the Department of Environmental Quality (DEQ), such as Emergency Response, Small Business and Community Assistance, Community Right-to-Know and reports to the Department Director, or serves as the policy and administrative deputy director for the Department Deputy Director, Assistant Director or Division Administrator of a large Division within DEQ, or provides administrative direction to a large DEQ division; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, coordinates, and is responsible for several programs to establish operational priorities, to coordinate these operations with other functions within the agency to insure program objectives and standards are established and attained with congruency with the overall goals of the agency, or provides primary administrative direction to a large DEQ division.

Determines and requests staff, material, and equipment requirements for the operation of programs managed to contribute to the formulation and justification of budgetary requests for environmental assistance programs, or has similar responsibilities for recommendations to the Deputy Director, Assistant Director, or Division Administrator for a large division within the DEQ.

Develops performance standards and procedures to provide information to the assigned staff on the expectations of individual work performance and to insure complete and objective appraisal of performance.

Develops and directs the implementation of operational plans pertinent to the operation of DEQ programs.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to the changes in program needs, objectives, and priorities for agency environmental assistance programs and has similar responsibilities for recommendations to the Deputy Director, Assistant Director, or Division Administrator of a large division within the DEQ.

Presents information at public meetings, legislative or administrative hearings, or meetings with other agencies or organizations, to explain DEQ goals and specific programs.

Manages research for the pollution prevention, emergency response, community assistance, and Title III programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the scope and impact of the operations managed of the assigned programs; current employment practices; organizational structure, functions, policies of the Department; the scope and impact of the Department and its relationships with other agencies; supervisory and management principles and techniques; and current Department programs; implementation of innovative environmental practices and programs, and implementation of facilitation and mediation activities.

Ability to: interpret and apply state and federal laws, rules, policies, and standards; communicate orally and in writing effectively; plan, formulate, execute, and evaluate programs and policies.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: the principles and practices of administration including planning, organizing, staffing, problem solving, and budgeting; techniques of policy/program research, planning, and evaluation; concepts and practices of regulatory and environmental assistance and environmental engineering or science.

Ability to: analyze organizational and operational problems and develop timely, economical, and effective solutions; apply administrative and management principles and practices to the operations managed; communicate orally and in writing; analyze critical elements of an operation or program; and make presentations on behalf of the Department.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Experience with the development and implementation of environmental programs and/or strategic plans plus supervisory experience is preferred.

An educational degree in engineering or physical sciences or environmental sciences is also preferred.