**Class Summary**

The responsibilities of this classification includes acting as the resident technical and subject matter expert and strategic advisor to internal and external staff, including elected officials and the general public for assigned environmental and/or sustainability topics.

**Distinguishing Characteristics**

This is a single level classification. Incumbents are considered high level subject matter experts and strategic advisors in regards to environmental and sustainability issues. Environmental Affairs Officers develop, address, and/or implement initiatives in support of the County's commitment to addressing environmental and/or sustainability matters which affect the County's overall operations and its residents. Incumbents in this classification will address environmental and sustainability issues that may consist of policy, procedures and/or actions regarding environmental issues and maintain the sustainability of the County's natural resources. The Environmental Affairs Officers may provide lead direction to assigned staff.

**Examples of Duties**

1. Act as the resident/subject matter expert and strategic advisor for a department and local, state and federal elected officials. Work with regulatory agencies on regulatory requirements, environmental issues and standards.
2. Identify environmental and/or sustainability issues for a department or County-wide projects/programs that affect the County’s sustainability of natural resources. Make recommendations on policy, procedures and operational actions.
3. Plan, develop, and initiate programs and policies relating to County-wide initiatives.
4. Plan, develop, and initiate legislation and other procedures for updating and/or new policy to support environmental and sustainability initiatives.
5. Facilitate the development and implementation of County wide initiatives as identified by the County Executive. Work with the County Executive and County Council on initiatives and/or actions to facilitate environmental and sustainability initiatives.
6. Develop and maintain partnerships with business and community organizations. Identify and develop a working relationship with stakeholder groups. Act as a central point of contact with external stakeholders in the community.
7. Lead efforts to identify opportunities to collaborate with other industries to advance environmental and sustainability practices.
8. Anticipate, diagnose and resolve complex problems and identify solutions to pressing environmental and sustainability challenges.
9. Direct the research and analysis of environmental issues or topics. Review research and analysis conducted by the other staff and make recommendations on appropriate actions.
10. Meet with department management, elected officials and stakeholders on a regular basis to convince others to initiate action. Participate in stakeholder meeting and provide technical assistance to stakeholders.
11. Prepare legislation and other materials support revised/new policy inititative.
12. Seek external funding sources to support environmental/sustainability.
13. Represent the department or the County at the state and federal levels to advocate environmental and sustainability issues.
14. Evaluate feasibility studies for environmental/sustainability initiative prepared by other staff and agencies to determine the approach and appropriate course of action.
15. Prepare regular reports on environmental policy matters as determined by management.
16. As assigned, lead and direct the work of other staff.
17. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of local, state and federal environmental laws and regulations and emerging trends and best practices relating to environmental and sustainability topics

Knowledge of sustainability principles, standards, issues and the impact on County wide initiatives

Knowledge of policy development technique principles

Knowledge of the legislative process at the local, state and federal level

Knowledge of research, analytical techniques and principles

Knowledge of project management techniques and principles

Skill in gathering, analyzing and synthesizing data and generating a conclusion

Skill in working with individuals from diverse backgrounds including elected officials, County management, and the general public

Skill in convincing others to initiate action

Skill in building consensus among individuals with competing viewpoint and opinions

Skill in communicating information to non-technical audiences

Skill in gathering, analyzing, and synthesizing data

Skill in handling multiple competing priorities and political sensitive issues in a tactful and diplomatic manner

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite other software applications relative to the position

**Education and Experience Requirements**

Bachelor’s degree in environmental science or closely related field and four years of increasingly responsible experience in environmental/sustainability programs or a closely related field

OR a combination of education and experience that provides the required knowledge, skills and abilities to perform the work

**Licensing, Certification and Other Requirements**

Valid Washington State Driver’s License

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Professional) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 8/2016 - Created |