

AIR AND LAND PROGRAMS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers environmental health programs relating to solid/hazardous waste management, oil spill prevention and control, pesticide control, and air pollution control.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed nor do the examples cover all the duties which may be performed.)

Oversees development and completion of program goals and objectives for federal grant application; identifies and interprets community environmental needs into essential program functions; evaluates need for program changes based on studies, staff recommendations, and periodic review; oversees the preparation and implementation of Territorial environmental protection plans for air and land programs.

Provides direction for programs by establishing policies and procedures for division activities; determines operational effectiveness of programs and staff by evaluating program performance indicators from objective statistical data; develops and administrators cooperative agreements with federal agencies for implementation of program activities.

Develops and administers the programs and activities of a regulatory division; reviews and coordinates major regulatory actions, compliance plans and cooperative agreements with business, government and military officials; prepares and reviews proposed legislation, regulations, standards, and plans to ensure fulfillment of statutory requirements and technical objectives.

Participates in meetings and conferences held with business leaders, civic groups, professional groups on areas concerning environmental health; represents the agency in meetings and conferences with delegated authority to speak and act for the agency head; serves as primary designate for contact with Federal agencies relating to program activities; participates in Board of Directors meetings and public hearings.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of environmental health planning, administration, and regulation.

Knowledge of the purpose, organization, policies, rules and regulations, and laws affecting a regulatory operation.

Knowledge of applicable rules, regulations, policies and procedures regarding federal grant programs.

Ability to administer the air and land programs and activities.

Ability to supervised the work of others.

Ability to develop and coordinate federally funded projects and programs.

Ability to make decisions in accordance with program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Six years of specialized professional experience in environmental health planning, administration or regulation; two years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in Environmental Health, Biology, Chemistry, or Physical Science, or in Public Administration, Political Science, Community Planning, Economics, Natural Science, Engineering or related fields; or
- (B) Eight years of specialized experience in environmental health protection/enforcement work, and graduation from a recognized college or university with a Bachelor's degree in Biology, Chemistry, or Physical Science, or in Public Administration, Political Science, Community Planning, Economics, Natural Science, Engineering or related fields; or

(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July 1980
AMENDED: April 1991
ISSUED: October 1991

PAY RANGE: 54


RONALD B. AGUON, Acting
Executive Director
Civil Service Commission