



The City Beautiful

## City of Coral Gables Job Description

**Job Title:** Administrative Analyst/Environmental Specialist **Prepared Date:** 1/2013  
**Department:** Public Works **Approved By:** Elsa Jaramillo-Velez  
**Classification:** 0811 Pat Salerno  
**Pay grade:** 24E  
**FLSA:** Exempt



### Summary

This is highly responsible management and complex professional administrative and technical work. Work emphasizes assisting the Director in managing the department's budget, departmental initiatives, and supervision of the day-to-day operations of the department. Work may include customer service functions and interaction with the public, as well as management of division resources to ensure proper allocation of personnel. The incumbent will exercise independent judgment in evaluating needs and directing issues to the appropriate division or staff for resolution, as well as evaluating resources allocated to staff to promote efficient operations. Performs complex professional work involved with planning, executing and coordinating activities relative to environmental programs and compliance and evaluating environmental issues as they relate to City facilities, structures and real estate to ensure compliance with Federal, State, and Local regulations. The incumbent manages City environmental programs and develops policy recommendations for City consideration and adoption. The incumbent serves as a central source of information and assistance to City departments, provides staff support to City advisory boards, and ensures the City is aware of proposed environmental standards, trends and technologies. Reports to and is supervised by the department director.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Director in matters related to departmental fiscal, administrative and budgetary policy.

Assists the Director prepare departmental budget.

Designs and implements appropriate training programs and trains employees.

Serves as the ADA Coordinator.

Supervises support staff; issues discipline and takes other corrective measures as necessary. Reviews evaluations performed by subordinate staff.

As requested by the Director, develops and analyzes statistical and productivity reports and makes recommendations to the Director for streamlining operations. Studies industry best practices and proposes solutions for optimizing operations. Produces other reports as required.

Assists the Director implement and monitor new initiatives; establishes benchmarks to measure the efficiency of departmental procedures and allocates resources as needed.

Develops, implements and evaluates new technology and record management initiatives within the department, consistent with Florida records retention law.

Maintains logs; processes complaints when received; tracks the progress of complaint resolution and records the final disposition.

Ensures completeness of controls, adherence to standards, completion of documentation, quality of output and efficiency of systems and programs.

Assists staff in expediting the resolution of customer needs.

Reviews for completeness applications, forms, and other documents to be submitted to City Boards, departments, and outside agencies.

Monitors proposed environmental legislation to ensure timely compliance with new regulations.

Manages City environmental programs, as such develops, monitors and evaluates environmental activities to ensure compliance with federal, state and local regulations.

Develops, coordinates and implements environmental policies, procedures and programs for the City.

Identifies potential environmental issues to include energy consumption and transportation and develops strategies to effectively address and respond to such issues.

Develops, implements, and maintains tracking systems of environmental management strategies and initiatives.

Identifies environmental impacts associated with proposed activities; assists in the resolution of environmental issues; drafts proposed actions.

Performs environmental review of City programs, including possible air, ground, and hydrological impacts.

Conducts problem analysis and testing, and proposes solutions regarding environmental impact of existing and proposed operations and facilities.

Compiles and analyzes data in site conditions, soil and vegetation, drainage, pollution problems, methods of control and testing.

Reviews construction projects to ensure compliance with environmental regulations, statutes, and best management practices.

Interfaces with government, community, industrial, engineering, architectural, scientific, civil defense, private and other organizations and individuals to analyze, develop, implement, enforce, interpret and inform others regarding environmental laws, programs and procedures.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of department operations, policies, procedures, rules and regulations. Ability to exercise independent judgment. Ability to establish and maintain effective working relationships with co-workers, City employees, management, and the general public. Knowledge of customer service principles and best practices. Must be able to create and maintain accurate records and prepare comprehensive reports.

Thorough knowledge of environmental laws, problem analysis, testing and solutions regarding environmental impact of existing and proposed operations and facilities. Ability to contact and deal with government, community, industrial, engineering, architectural, scientific, civil defense, private and other organizations and individuals. Ability to analyze, implement, enforce, interpret and inform others regarding environmental laws, programs and procedures. Thorough knowledge of site conditions, soil and vegetation, drainage, pollution problems, methods of control, and testing. Knowledge of construction practices, techniques, materials, and equipment relating to public works and utilities. Knowledge of engineering plans, specifications, and drawings. Excellent written and verbal communications skills required. Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and Windows. Excellent customer service, communication, analytical and organizational skills are required.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone, computer, and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands and fingers to handle, feel or operate objects, and read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines.

Work is generally indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs. Position may entail considerable time spent standing and/or walking. Ability to do significant walking, climbing, bending, kneeling and stooping common at construction sites during inspections and observations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

Graduation from an accredited college or university with a Bachelor's Degree in Environmental Engineering, Environmental Sciences or related field.

Five years of progressive experience in the environmental resource management field.