

**Eastern Panhandle Regional Planning and Development Council – Region 9
ENVIRONMENTAL PROGRAM COORDINATOR**

Salary \$55,000-\$60,000 commensurate with experience

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Professional position responsible for the coordination of the local government's involvement in the Chesapeake Bay restoration effort. Direction is provided by the Executive Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position to support the ongoing needs of the office.

- Serve as liaison between WV DEP and Region 9's local governmental entities with regards to the Chesapeake Bay Executive Order
- Participate in Chesapeake Bay related meetings across the region and identify their local efforts in meeting EPA's TMDL standards for WV
- Assist local governmental entities with developing the necessary policy and legislative decisions to meet the EPA's TMDL standards for West Virginia based on key strategies where Region 9 has been identified in the WIP Phase III
- Continue seeking funding opportunities to implement strategies identified in the WIP III
- Continue to maintain a web page on Region 9's website to quantify the efforts being done to address water quality restoration goals and maintain public awareness of the Chesapeake Bay Restoration and EPA's Strategic Goals
- Assist local governments develop comprehensive plans
- Identify strategies to reduce local nitrogen emissions and airborne nitrogen loads.
- Assist local governments in utilizing the Region 9 Model Stormwater Ordinance to recommend amendments to existing stormwater regulations or enact new ones
- Assist local communities with their MS4 Stormwater Programs
- Assist counties and municipalities with developing a prioritized list of retrofit opportunities including working with local communities' revitalization projects to incorporate stormwater management
- Perform other duties and activities related to the implementation of the Chesapeake Bay Executive Order.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of agency programs, projects, policies and procedures; state and federal grant programs, guidelines, regulations, compliance and requirements. Possess the ability to prioritize and organize work to manage multiple responsibilities. Must possess the ability to communicate ideas effectively both orally and in writing; and to establish and maintain effective working relationships with staff members, local, state and federal agencies, elected officials and the general public. Must be proficient in Microsoft Office applications.

EDUCATION AND EXPERIENCE:

Bachelor's Degree preferred, or any combination of post-secondary education, to include project management, planning and environmental studies, and prior work experience related directly to the duties of the position.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.