

Job Description

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Job Details

Job Title Envir Programs Admin

Job ID 20614

Location Environmental Protection

Full/Part Time Full-Time

Regular/Temporary Regular

Favorite Job 

Overview

At Orange County Government, we are proud to serve the public with integrity, honesty, fairness and professionalism. We develop innovative policies and services that impact Central Florida and shape the future of our community. We have been consistently recognized as a "Top 100 Family Friendly Company," facilitating a healthy work-life balance.

Orange County Government is seeking an enthusiastic, experienced, highly organized and self-motivated individual for the position of Environmental Programs Administrator for the Natural Resource Management (NRM) section of the Environmental Protection Division. The ideal candidate will be able to use their technical expertise, managerial experience, and leadership skills in effectively supervising approximately 38 environmental professionals in this section.

Representative Duties

- Provides leadership and oversight of the five programs that comprise the Environmental Protection Division's NRM section: Environmental Permitting and Compliance, Development Review, Lake Management, Water Sciences, and Green PLACE (natural lands). Supervises the Environmental Program Supervisors over each of those programs.
- Responsible for advising the Board of County Commissioners, Environmental Protection Commission, and senior County Management regarding issues related to natural resources management.
- Oversees the preparation of consent agenda, public hearing, and discussion items for coordination with the Division Manager. Meets with the Mayor, County Commissioners, County Administration and other senior staff, and attends Board meetings as needed to provide information on environmental quality, impacts, and permits, and other issues related to the environment.
- Assists in developing the NRM components of the Division's budget, and monitoring expenditures to ensure the effective delivery of services and compliance with established fiscal policy guidelines.
- Develops performance goals and metrics for all NRM programs and monitors execution.
- Assists with the selection of new hires and development of employees to ensure they are equipped to be successful.
- Ensures consistency with County, Department and Division objectives as well as that grant and contractual obligations are met.
- Represents the Division while interacting with citizens, environmental consultants, public action groups, other environmental regulatory agencies (e.g., Florida Department of Environmental Protection, water management districts, U.S. Army Corps of Engineers) and County administration. Facilitates effective coordination and promotes positive working relationships with external agencies.
- Develops updates to Orange County Codes dealing with natural resources management.
- Oversees and provides direction related to difficult NRM permitting cases including: wetland determinations, proposed impacts and mitigation, boat docks and ramps, seawalls, and related enforcement of Chapter 15, Environmental Control of County Ordinances.
- Ensures the highest level of service is provided to the County and its citizens. Responds to and resolves internal and external concerns and complaints.
- Performs other related duties as assigned.

Minimum Qualifications

Bachelor's degree from an accredited institution in environmental or civil engineering, environmental law or natural sciences or a related field, and seven years of environmental protection experience, to include three years in a supervisory role. A Master's degree may be substituted for two years of related experience.

Preferences

Applicants with wetland delineation experience and use of the Uniform Mitigation Assessment Method (UMAM). Experience in public speaking, negotiating, and mediating.

Professional Wetland Scientist or Certified Environmental Professional certifications

Application Deadline

Open Date: November 7th, 2017

Closing Date: November 28th, 2017

Salary

Salary: \$68,827 to \$108,597 annually placement based on qualifications and county policy.

Address

Environmental Protection Division

3165 McCrory Place – Suite 200
Orlando, FL 32803

Veterans Preference

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the close date of the posting. Please submit a cover letter and copies of documents, not originals, to Orange County Human Resources Division, PO Box 1393, Orlando, FL 32801-1393 or fax to (407) 836-0098 (only Veterans' Preference documentation will be accepted by fax). Your cover letter should include the position posting number you are applying for, the title of the position and the last 4 digits of your social security number.

Educational Requirements

If your education was obtained in the United States, the County recognizes degrees or diplomas which are accredited by an agency recognized by the [United States Department of Education \(USDE\)](#) or the [Council for Higher Education Accreditation \(CHEA\)](#). If you have obtained education from a country other than the United States, your degree or diploma must be evaluated to determine the United States equivalency by a member of the [National Association of Credential Evaluation Service \(NACES\)](#) or the [Association of International Credentials Evaluations \(AICE\)](#) at your expense.

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