ENVIRONMENTAL PROGRAM MANAGER

Position Purpose:
The purpose of this position is to provide supervisory, administrative, and technical leadership in developing and carrying out MVPC's Regional Environmental Planning Program in coordination with the policies of the Commission. This position assumes responsibility for accomplishment of all Environmental Planning services and contracts; conducts independent planning research, technical writing, surveys, analyses, public presentations, manages program budget and staff; and all other related work as required.

Supervision:
Supervision Scope: Performs highly responsible functions of a complex nature, providing professional advice to local officials, boards, and committees, concerning the development and implementation of the policies, goals, regulations, and statutory requirements related to environmental planning and development for the region.

Supervision Received: Work is performed under the administrative direction of the Executive Director. Resolves procedural problems independently, requesting assistance with unusual situations which do not have clear precedents.

Supervision Given: Supervises full and part-time Environmental Program employees; participates in the hiring process. Oversees and coordinates work of consultants and interns.

Job Environment:
Work is generally performed under typical office conditions; some work is conducted in the field with exposure to various weather conditions; required to work evenings and/or weekend hours. Travel to meet with municipal and other federal, state, and local partners required. Must be able to operate computer equipment, all standard office equipment, and an automobile. Has access to department-oriented confidential information.

Essential Functions:
The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Manages local, state, and federal planning and development contracts related to wetland and water resources, stormwater (MS4), coastal resources, open space & recreation planning, emergency (disaster/health/hazard mitigation) management planning, climate change, resiliency, and sustainability; trail planning, brownfields assessment and remediation, Green Community/clean energy, and Municipal Vulnerability Preparedness (MVP) programs.

Provides technical planning assistance to member communities, partner organizations, citizens, developers, engineers, and other interested persons regarding environmental planning and development on a variety of subjects including wetland and water resources assessment, protection, and management; stormwater management; hazard mitigation; climate change resiliency; and energy conservation. Organizes informational workshops and other meetings on related issues.
Manages all environmental planning projects and grants including written reviews and fulfillment of all contractual obligations for Federal and State agencies as well as contracts with local municipalities. Prepares necessary billing and reporting documents as required by the funding agencies.

Prepares and administers the annual environmental program budget; maintains complete records of all relevant activity and performs similar or related work as required.

Seeks out, prepares, lobbies for, secures, and administers public and private grants pursuant to the policy aims and strategic objectives of the organization. Provides similar services as requested for member communities.

As a member of the MVPC leadership team, coordinates efforts relating to the region’s long-range planning and strategic plans. Develops work schedules and coordinates work assignments of environmental group members and other assigned staff as needed.

Attends monthly Commission meetings, keeps them informed of regional environmental planning matters, and considers their recommendations in formulating and implementing policy. Participates in and serves on various state, regional or other committees and represents the organization on any issue as necessary.

**Recommended Minimum Qualifications:**

**Education, Training, and Experience:**
Master’s degree in environmental science, engineering, or planning, or related field; ten years of progressively relevant experience in environmental planning at the state, regional or local level; or any equivalent combination of education and experience.

**Special Requirements:**
Incumbent must have a valid Driver’s License.

**Knowledge/Ability/Skill:**
Knowledge: Should have an in-depth understanding of environmental science principles and practices and literacy in biology, chemistry, and mathematics. This person should have a thorough knowledge of planning theory and relevant state and federal laws. This person should have knowledge of the economic, sociological, and environmental aspects of planning and development.

Ability to supervise others and prepare annual budgets; ability to plan, organize and direct the preparation of comprehensive research studies, analyze problems, prepare reports and formulate recommendations; ability to speak and write effectively; ability to establish and maintain effective working relationships with employees, board-committee members, officials, and the general public. This person should have the ability to use the skills of other professionals in the best interest of the Commission’s work programs and to keep abreast of pertinent technical literature and techniques for the enhancement of Commission projects.

**Skill:**
Demonstrated grant writing and administration skills, along with budgetary skills. This person should demonstrate strong interpersonal skills, excellent public communication skills, and the ability to work well with any variety of public and professional groups.
Physical Requirements:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort is generally required for work performed in the office. Position requires the ability to operate a keyboard as well as an automobile to perform region-wide travel for MVPC business.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary Range: $80,000-$120,000 commensurate with experience.

Regular work hours are Monday through Friday 8 am to 4 pm. MVPC prides itself in being a flexible and accommodating place to work and provides employees with the ability to work on a sliding schedule to accommodate an employee’s work-life balance. MVPC currently requires two in-office days and allows employees to work remotely up to three days a week. Maintaining a remote work option is a priority for MVPC post-COVID.

Please submit a cover letter with your resume by January 3, 2022 to: jobs@mvpc.org

The Merrimack Valley Planning Commission is an EEO/AA Employer