

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**ENVIRONMENTAL EDUCATION COORDINATOR**

Spec No. 3066

**BASIC FUNCTION**

To organize and manage environmental education seminars for county staff and to develop and establish innovative environmental education activities for schools, community groups, and the general public.

**STATEMENT OF DUTIES**

1. Organizes, conducts and manages environmental training and education seminars for county staff on a variety of issues including but not limited to; stream and wetland protection laws and policies; the relationship between federal, state and local rules; identification of wetlands and their functional values; identification of streams and their functional values; how to use stream and wetland inventory materials; and other relevant environmental topics.
2. Plans and organizes presentations from a variety of outside speakers for all interested staff from county departments that affect environmental resource management including Public Works, Planning and Development Services, Parks, Property Management, Airport and Fairgrounds.
3. Provides presentations on environmental issues on request to community groups; introduces activities in which community groups can actively participate including but not limited to watershed monitoring (water quality and changes in land use) and the regulation decision making process (local government hearing processes).
4. Provides environmental related presentations to schools for assemblies of student bodies of different age groups and occasionally to school boards and Parent Teacher Organizations.
5. Organizes and coordinates a volunteer monitoring group that will provide assistance to the county to observe compliance of development and construction projects with conditions imposed by the county.
6. Produces a variety of environmental education pamphlets and brochures.
7. Develops community outreach environmental programs as required.

**STATEMENT OF OTHER JOB DUTIES**

8. Performs related duties as required.

**MINIMUM QUALIFICATIONS**

A Bachelors degree in Resource and Environmental Policy or related field, and three (3) years experience organizing and conducting environmental education workshops, conferences, and seminars including experience in the production of environmental education materials; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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**SPECIAL REQUIREMENTS**

A valid Washington State Driver's License may be required for employment.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- available environmental education materials;
- environmental monitoring equipment for volunteers;
- Snohomish County (environmental) protection rules and regulations;
- current trends in environmental education.

Ability to:

- communicate effectively orally and in writing;
- independently organize meetings with school and community group leaders;
- effectively communicate with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- work independently and initiate programs and activities with little supervision;
- read and interpret federal, state and local laws affecting the environment.

**SUPERVISION**

This employee will report to an administrative superior. Work will be performed with considerable independence and will be reviewed through meetings and periodic status reports.

**WORKING CONDITIONS**

The work will be conducted in a variety of meeting locations at the convenience of the audience. Numerous night, holiday and weekend meetings may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1990  
Revised: June 2000  
EEO Category: 2 – Professionals  
Pay Grade: 240 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous

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