

DEPARTMENT LIAISON AND COMPLIANCE ADMINISTRATOR

NATURE OF WORK

This is highly responsible professional and administrative work serving as liaison between the Department and other entities affected by department projects and programs.

Work involves serving as liaison and facilitating cooperation between the Department and affected parties. Work also involves coordination of requests for information and complaint investigation as they relate to department projects. Work will include providing program and project management for departmental environmental initiatives, projects and programs which may include the coordination of city-wide environmental initiatives including the climate action plan. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established policies and legislative requirements. Work is performed under the general policy direction of the Department Director.

EXAMPLES OF WORK PERFORMED

Participates in Department regulatory activities and initiatives as assigned.

Provides environmental compliance assistance and support to all department divisions and/or programs.

Leads the community engagement process to obtain public input on the climate action report and draft strategies; implements the objectives of the climate action plan.

Serves as a contact person and liaison for the Department and facilitates cooperation with City, County, State and Federal agencies.

Leads department in developing and implementing a comprehensive environmental and climate resiliency management system including evaluation of significant impacts and aspects; formalization of documented procedures and management review processes to ensure compliance with applicable federal and state laws, regulations and policies.

Provides various research and analytical support services to all divisions of the Department as assigned.

Conducts professional presentations for and prepares communications with the Mayor, City Council, County Board, Planning Commission and various committees, neighborhood and development groups; acts as a technical advisor to these entities on matters relating to the Department.

Represents the Director at various meetings such as the City Council, County Board and with the Mayor's office.

Coordinates legislative issues for the Department as may be necessary with the Mayor's Office, State Legislature, City Council and other effected parties.

Provides guidance and management on departmental projects and contracts.

Coordinates information requests from City Council and various entities affected by department projects with appropriate personnel; ensures requests for information are completed in a timely manner; prepares comprehensive reports based upon careful research and study of specific problems.

Coordinates the investigation of complaints regarding department projects and presents or offers resolutions after consulting with appropriate persons.

Participates in the review and analysis of various proposals and development projects and agreements.

Coordinates the preparation of grant applications for department projects.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the Lincoln Municipal Code, and of the various ordinances and regulations pertaining to Department projects.

Considerable knowledge of Federal, State and local environmental laws, rules and regulations affecting Department projects and programs.

Considerable knowledge of City and County departments and of the legal procedures pertaining to their involvement in Department projects.

Ability to anticipate problems and visualize adequate and appropriate solutions.

Ability to attend meetings and functions centered around issues of concern to the department and to speak extemporaneously and effectively to lay groups, the general public, professional organizations and various governmental agencies.

Ability to develop and maintain effective working relationships with City, County, State and Federal officials, citizen groups, professional organizations, co-workers and the general public.

Ability to plan, organize and monitor a variety of activities.

Ability to analyze a variety of administrative problems, problem solve, and make sound policy and procedural recommendations.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major coursework in public administration, natural resources or environmental sciences, engineering, architecture, planning; or field of study related to the assigned department; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

9/2020

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