



JOB DESCRIPTION

This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Title	Environmental Coordinator 1 & 2
Department:	Administration
Effective Date:	April 9, 2025
Pay Range:	15 (Environmental Coordinator 1) 17 (Environmental Coordinator 2)
FLSA Status:	Non-Exempt

Position Summary

This position performs complex paraprofessional duties requiring a thorough understanding of the applicable practices and procedures in a program or operational area. Responsibilities vary in accordance with the assigned area of responsibility.

The primary responsibility of the Environmental Coordinator 2 position will be to coordinate with permit writers and field staff in tracking and issuing permits and ensuring compliance with applicable regulations.

This position may also perform other administrative functions including providing support for LRAPA Board of Director meetings, updating training materials and providing training, maintaining related procedural documentation, coordinating regulatory rulemaking, and providing customer service/front desk coverage.

Characteristics

Positions in the Environmental Coordinator series provide skilled paraprofessional support to an administrative or professional manager that requires significant program or technical knowledge and prior experience.

Following are descriptions of the competency levels:

Environmental Coordinator 1 and Environmental Coordinator 2 differ in the depth of required program or technical knowledge, level of independence exercised and the impact of the decision-making.

Positions are assigned to one of the two classifications in the series based upon the complexity of the program area and assigned responsibilities, including the depth of paraprofessional and technical support, and the complexity and impact of assignments.

Environmental Coordinator 1 is the first level in a two-level paraprofessional series. Environmental

Coordinator 1 performs complex administrative functions; and has extensive knowledge of policies and procedures of related codes. Environmental Coordinator 1 can research and implement policy, procedures and learn technical and programmatic knowledge.

The Environmental Coordinator 2 level applies advanced paraprofessional knowledge and experience to a specialized program or operational area and requires comprehensive and independent program responsibilities. Employees at this level receive only general guidance and use considerable judgment for planning, coordinating and overseeing program areas.

Essential Duties

The following duties listed below are typical for this classification. Incumbents may not perform all the duties listed or may be required to perform additional similar duties in order to meet business needs and/or changing business practices.

Coordinates, organizes, and tracks permitting and compliance activity.

Gathers, processes, and retrieves/reviews a variety of data; assists with reviews and analysis.

Provides customer service to the public, external agencies, staff and/or other interested parties regarding applicable information, policies and procedures.

Understands and interprets legal documents, specifications, land descriptions, aerials, GIS data, maps and other applicable information.

Assists with public hearings, prepare permits and supporting documentation for issuance, and assists in organizing Full Compliance Evaluation (FCE) schedules for compliance staff.

Coordinates the activities assigned program areas; maintains related procedures and policies.

Provides information and guidance to the public, regulated sources, and government agencies on matters related to LRAPA rule requirements and other compliance assurance issues including entering and maintaining asbestos notifications. Enters required MDR's for Title V and SM-80's into EPA's data system (ICIS-Air).

Works with, but not limited to, contractors, homeowners, governmental partners, and various permitted sources by assisting with document coordination, tracking, and conducting periodic reporting activities for the Board and other stakeholders.

Maintain website documentation of permits and forms.

Participates in special projects as assigned; (e.g., records requests, education and outreach events, grant tracking, etc.)

Updates fee rules annually and informs the regulated community of fee increases.

Assists and supports different programs within the agency, which may include but are not limited to asbestos, monitoring, administration, public affairs, source registration, permitting and other special projects.

Responsible for adhering to agency policies and procedures, including safety protocols.

May prepare materials for LRAPA Board of Directors and Budget Committee meetings and coordinate responses to questions that arise from meetings.

Staff LRAPA Board of Directors and Budget Committee meetings.

May prepare or coordinate bid, contract and grant administration.

Provides excellent customer service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

Maintain files internal control documents so that they are always audit ready.

May provide lead responsibilities for lower-level support staff.

Qualifications

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience which provides the applicant with the abilities required to successfully perform the job.

Education & Experience:

Environmental Coordinator 1

Bachelor's degree in natural or physical sciences, business administration or related field. Four years of general clerical experience, two years which include typing, technology skills, or other experience generating meetings.

Two years' experience in public records management.

Environmental Coordinator 2

Bachelor's degree in natural or physical sciences, business administration or related field.

Experience: Four years progressively responsible professional development of administrative policies, procedures, or any combination of above.

Licensing and/or Certification Requirements:

Valid Oregon driver's license at the time of appointment, depending on area of assignment.

Functional Specific Responsibilities

Knowledge Required:

- Principles and practices of assigned area of responsibility.
- Computer skills include database management and Microsoft Office 365 including Word, Teams, PowerPoint and Excel
- Research methods and recordkeeping techniques.
- Basic budgeting principles.
- Interpreting and applying applicable laws, policy and procedures, and regulations within scope of position.

Skills Required: *(Demonstrated skill in performing the following)*

- Advanced ability to communicate and present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Responding to the public relating to the status of projects and permits.
- Experience managing communications, for a governmental agency.
- Ability to perform numerical computations and basic data evaluations.
- Performing assigned duties in a safe manner.
- Excellent organizational and personal skills.
- Managing projects; assigning and monitoring the work of others, as required.
- Analyzing complex information and systems evaluation.
- Conducting research; preparing reports.
- Developing, evaluating, recommending, and implementing processes and procedures.
- Proficiency with AI-assisted tools and large language models (LLMs) to enhance workflow efficiency, data analysis, document creation, and research capabilities.
- Demonstrated use of discretion and independent judgment.
- Demonstrating commitment to maintaining a respectful and inclusive work environment.

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- Working effectively with clients, co-workers, employees, and supervisors from diverse backgrounds.

Abilities Required:

- Ability to read and comprehend complex rules, regulations, and technical material.
- Ability to organize multiple priorities.
- Ability to work as a leader and communicate concepts of air permits and emission information to others.
- Ability to work independently, manage time and resources and meet specialized assignment deadlines.

Physical Requirements

The amount of time spent and/or frequency of performing the task. Time Spent should be expressed in relation to an average workweek and as one of the following: "Never," "Occasional," "Frequent," or "Continuous."

Sitting	F
Walking	F
Balancing	F
Seeing	C
Hearing	C
Bending or stooping	F
Climbing	O
Crawling	O
Feeling	F
Dexterity with fingers	C
Grasping	O
Jumping	N
Keying (computer work)	C
Kneeling	O
Lifting or carrying	O
Pushing or pulling	O
Reaching	O
Twisting	O

Working Conditions

Environmental Conditions:

Work is performed in an office environment at the Agency's offices, located in Springfield, Oregon. May include travel to other agencies. Work and training opportunities may require travel within or out the State of Oregon.

Remote work may be an option depending on job duties.

Job Description History

2025 – initial update LRAPA

SIGNATURES

I acknowledge that I have read and understand the above job description in its entirety, and I am capable of performing all the stated requirements.

Print Employee Name

Employee Signature

Date

Supervisor/Director Signature

Date