

**Washtenaw County Environmental Council**

**Tuesday, April 25  
5:00 PM – 6:30 PM  
Remote Meeting via Zoom**

Join by Zoom: <https://zoom.us/join>

Join by phone: 1-312-626-6799

Meeting ID: 873 0013 5225

Passcode: 709275

**AGENDA**

1. Call to Order
2. Attendance
3. Approval of the Agenda
4. Approval of Meeting Minutes (5 Minutes)
  - a. March 28, 2023
5. Citizen Participation: (up to 4 minutes per speaker)
6. Council Responses to Citizen Participation
7. Special Presentations
8. Regular Business
  - a. Climate Action Plan Update
  - b. Committees and Committee Reports
9. New Business
  - a. Draft Resiliency Office Job Descriptions Discussion
    - i. Resiliency Officer
    - ii. Program Manager
    - iii. Communication Coordinator
  - b. Visibility Events: WCEC at NAACP Juneteenth Event
10. Communications and Reports
  - A. Councilmembers

B. Staff

- a. Introduction of Ashley Hall
- b. WCEC Meeting Attendance
- c. Printing and Supplies

C. Committees

11. Adjourn

**Next meeting:**

May 22, 2023

5:00 PM

Remote through Zoom

**Washtenaw County Environmental Council**

**Tuesday, March 28, 2023  
5:00 PM – 6:30 PM  
Remote Meeting via Zoom**

Join by Zoom: <https://zoom.us/join>  
Join by phone: 1-312-626-6799  
Meeting ID: 873 0013 5225  
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**APPROVED MINUTES**

1. Call to Order

2. Attendance

**Council members Present:**

Anne Brown  
Michelle Deatruck  
Ruby Horton  
Gay MacGregor  
Kris Olsson  
Yousef Rabhi  
Elizabeth Ratzloff  
Annie Somerville  
Theresa Tupacz  
Benjamin VanGessel

3. Approval of the Agenda

Moved- Ben

Second – Gay M.

Approved

4. Approval of Meeting Minutes (5 Minutes)

a. February 28, 2023

Moved – Gaye M.

Seconded – Annie S.

Approved

5. Citizen Participation: (up to 4 minutes per speaker)

**Beth Gibbons, City of Ypsilanti, Chair of Sustainability Commission**

- Proposal from group of volunteers to apply for EPA Environmental Justice Government to Government Grant.
- April 14<sup>th</sup> deadline
- Up to \$1M over three years
- Proposal put together by volunteers
- Want to implement strategies and actions included in the WC CAP and Ypsi Environmental plan
- Environmental Resiliency Hub network - (Hubs within 2 miles radius of one another)
- What does HUB look like, who is involved,
- Asking for letter of support from WCEC
  - o Recognizes that Resiliency Hub support County CAP

**Desiree Simmons, City of Ypsilanti, City Council member, Ward 3,**

- Thinking about governmental resources, decentralizing the work, governmental partnership, infrastructure support
- Ypsilanti is compelling – references “Justice 40”
- Relying on on-going work
- City of Ypsi Sustainability Plan
- Parkridge Community Center did work to become a resiliency hub, looking to expand
- Timely- outages illustrated and accelerates the need

6. Council Responses to Citizen Participation

Ben – Is Ypsi considering, or have they completed a vulnerability assessment?

Beth- the City has not, but we do have a 2012 CAP, we would rely on Resilient Washtenaw to identify priority zones

Desiree- there are also some state tools available to identify needs in the Ypsilanti Area

Anne – Our office uses the DOE tool for vulnerability information. Is the grant for \$1M or UP TO \$1M?

Beth- we haven't completed the budget, no reason not to expand, expect to ask for full amount, no match required.

Kris – Are you still seeking partners from NPOs?

Desiree- we are doing outreach for letters of support, if you have

Ben – are there specific facilities or capital projects that you're looking at that this could tie into?

Beth – we do have a list of potential facilities, community of hubs, what orgs are already providing resiliency services? What places to ppl already gather before during and after climate events. We have identified 3 potential facilities. Don't anticipate major build outs due to limited available funding – Freight House, Willow Run School and Parkridge Community Center.

Desiree – some sites may be permanently; some could be temporary. This is why we will engage with community. What resources do we already have access to?

Beth – there is a draft letter, hopes that you chose to sign on. Tremendous community support so far.

7. Special Presentations

- a. None

8. Regular Business

- a. Climate Action Plan

- i. Implementation Recommendation Proposal –Andrew will bring back will be back in April for review
    - 1. Will it be just job descriptions or full implementation plan/ Recommendations?
      - a. Crystal read Andrew's comment

- b. Committees and Committee Reports

- c. Creation of subcommittees for planning purposes.

- i. Andrew has found that we ARE able to create subcommittees.
      - ii. Members of Committee (must be less than quorum)– Lisa, Gay, Anne and Michelle. Will discuss more under new business
      - iii. If you are interested in other committees – please contact chair

9. New Business

- a. Letter of Support – Ypsilanti Resiliency Center Grant Application

- i. Draft Letter is pages 2-3 of additional materials received this afternoon.

- 1. Motion – Kris Olson
      - 2. Second – Liz Ratzloff
      - 3. Friendly amendment by Chair Deatrick – Addresses letter to BOC on behalf of WCEC, requesting support
      - 4. Discussion –

- a. Yousef – I do support, and also, has this council done this kind of thing in the past.

- i. Ans. Michelle–Yes, the WCEC has written letters of support in the past, directly to the BOC. Chair Deatrick edited this letter to urge the BOC to write a support for the grant application.

- b. Annie Somerville – Will take lead on circulating letter to BOC, Staff will help to prepare resolution for April 5<sup>th</sup> BOC meeting for consideration of Board Action.

- c. Ben – What about the potential timespan of 36 months, specific actions, capping administrative costs, phased approach? Would the County provide a matching amount related to the mapping work?

5. Motion Carried Unanimously (results in attendance document)

b. Proposed 2023 WCEC Agenda Topics

- i. Regional Resilience Authority (Public Municipal Organization)
- ii. Carbon Offset Program
- iii. Environmental Justice
- iv. Implementation Plan
- v. Plan for public input and comment
- vi. Strategy for funding and staffing
- vii. How to prioritize the order?
  - 1. Ben – Sense of if County will provide Subject matter or staff level experts to discuss each topic?
    - a. Yes.
  - 2. Liz- Order will dependent of availability of facilitators/ administration. Ask Andrew to provide realistic timeline
  - 3. Yousef- Did we create the planning committee as a council
    - a. MD – it was created at last meeting. We should invest in annual or bi-annual bylaw review. Could use more ppl on that committee
  - 4. Teresa – Is there any grant money specific to any of those items? Will ask Andrew.
  - 5. Kris –Consider sub-committees that align with the topics. So that WCEC could help inform what we discuss on those dates. Do we have a funding subcommittee?
    - a. MD – No. Just the planning committee. Should we create a funding committee until there is a staff person?
    - b. Kris – Yes. Plus Andrew.
  - 6. Ben – If there is a capital improvement plan that we could slot some of these ideas into? Those items that align with the Climate planning activities
    - a. Jason Fee – Facilities Director – Yes, we have a 2- year capital improvement plan for all County Facilities Also completing a Space pan with an external firm, happy to present on it to the WCEC
  - 7. Yousef- acknowledges lots of conversation about staffing – Acknowledges County capacity (from Commissioner perspective), Admin is not ignoring WCEC, working to fill existing vacancies.
  - 8. Ben – Could we contact WATS to talk about the County’s long term transportation plan?
    - a. Yousef – appropriate to invite **WATS or SEMCOG or Water Resources to present.**

9. MD- does the Council want to vote to have a funding committee?  
To search for grant opportunities and to support county staff?

- a. Yousef- Could be helpful, could also pull in other county departments to talk about what's already being done.
- b. Kris – since we don't have staff capacity now, funding committee could do legwork in advance.

10. Funding committee motion:

- a. Kris – Moves to form a funding committee
- b. Annie/ Yousef 2<sup>nd</sup>
- c. Discussion - none
- d. Motion passed unanimously, no abstentions
- e. Kris as chair, MD as resource

11. Approval of presentation topics (based on availability of staff/ departments)

- a. Moved - Gay
- b. Seconded Kris
- c. Motion passed unanimously

c. Other New Business

- i. MD moves for resolution in honor of Kris Olsson for her time as Chair of the WCEC and her support in development of the Resilient Washtenaw Plan
- ii. Annie Supports
- iii. Discussion – None
- iv. Motion passed unanimously

10. Communications and Reports

A. Councilmembers

B. Staff

- a. Read Andrew's notes

C. Committees

11. Adjourn

- a. 6:06 pm

**Next meeting:**

April 25, 2023

5:00 PM

Remote through Zoom

## Resilient Washtenaw Implementation Recommendations

### Board Action Request –

- Approve the creation of a Resiliency Office to coordinate and implement Resilient Washtenaw
- Approving the creation of 3.0 FTE to staff the office, include a Resiliency Office, Program Manager, and Communications and Engagement Coordinator

### Background -

- Start with RW cover letter summary to cover background of work
- Address resolution directing that administration prepare implementation recommendations for board consideration
- Summary and Discussion of implementation recommendations from RRS
- Necessity of staffing to do the work of the plan given size, pace, and ambitiousness of project.

### Discussion –

- Description of Resiliency Office – purpose, staffing, relationships, responsibilities
- Description of Resiliency Officer – summary of Job Description, purpose and necessity of role
- Description of Program Manager – summary of Job Description, purpose and necessity of role
- Description of Communications and Engagement Coordinator – summary of Job Description, purpose and necessity of role
- Interaction of Office with Departments and Internal Stakeholders
- Interaction of Office with Local governments and External Stakeholders
- Interaction of Office with WCEC

### Attachments -

RRS implementation Recommendations

Various Org Charts:

Office within Administration and reporting to Board of Commissioners

Staffing structure of Office

Office and other Departments regarding work of plan

CAP Adoption Resolution

Job Descriptions

Budget Adjustments





# Washtenaw County

## JOB DESCRIPTION

Job Code: **TBD**

Authorization: **TBD**

Employee Group: **TBD**

**CLASS TITLE: RESILIENCY OFFICER**

**DEPARTMENT: RESILIENCY OFFICE AND ADMINISTRATION**

**FLSA STATUS: **TBD****

### **JOB SUMMARY**

Reporting to and at the direction of the County Administrator, the Resiliency Officer is responsible for leading the organization's Resiliency Office. The Office is responsible for leading the overall implementation and performance of the [Resilient Washtenaw](#), the County's Climate Action Plan.

This position is responsible for leading and coordinating the climate activities of the organization and within the community, developing programming and policies to achieve the

climate, sustainability, and environmental justice goals of the organization, tracking and communicating progress towards goals, and advising the Board of Commissioners and County Administrator on relevant work and topics. Works closely with the Washtenaw County Environmental Council in the implementation, monitoring, and updating of the climate action plan and relevant topics. Performs related duties as assigned.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Leads the overall implementation of Resilient Washtenaw to achieve the climate, sustainability, and environmental justice goals of the organization
- Fosters a culture of resiliency and sustainability throughout the organization and community
- Coordinates climate change mitigation and adaptation activities with the departments, offices, and agencies of the organization
- Collaborates with governments, institutions, community groups, and other stakeholders on the implementation of the principles, strategies, and actions of Resilient Washtenaw

- As assigned, represents the County in discussions with external entities regarding climate, the environment, and sustainability; acts as a liaison with the climate and sustainability planning efforts of departments, boards and commissions, and other local entities
- Oversees the tracking, reporting, and communication of organizational and community wide progress towards environmental justice, sustainability and climate goals; develops countywide performance indicators and progress benchmarks
- Develops and recommends programming and policy modifications to align with organizational goals
- Identifies and prioritizes actions and areas for sustainability efforts; develops and recommends strategies for proactively addressing relevant sustainability issues
- Develops and proposes grant proposals to federal, state, and other sources to support implementation of plan and climate work of the County; manages the preparation of grant applications to ensure adequacy, suitability, and timeliness; administers grants
- Advises the Board of Commissioners, County Administrator and other organizations on environmental and sustainability initiatives

- Ensures staffing and support of the Washtenaw County Environmental Council; confers and collaborates with and receives advice from the Council on plan implementation and program and policy recommendations; attends
- Creates and maintains plans and other documents related to environmental and sustainability projects
- Researches, reports, and develops trainings and presentations on relevant areas and topics
- Develops and manages budgets of the office, programs, and projects
- Plans, organizes, assigns, directs, reviews and evaluates the work of staff; oversees selection, training, and professional development of staff
- Maintains compliance with laws, regulations, and policies
- Performs related duties and fulfills responsibilities as required and assigned

The preceding statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

## **EMPLOYMENT QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

- Principles, strategies, and actions of Resilient Washtenaw and other relevant climate action plans and efforts impacting Washtenaw County
- Sustainability frameworks used by organizations to effectively reach climate goals
- Sustainability requirements and opportunities from legislation, standards, and best practices
- Demonstrated knowledge of and commitment to sustainability, adaptation, climate change, environmental justice, racial equity, and other relevant topics
- Use of community engagement practices and principles to develop plans, programs, and policies; centers those most impacted by climate change; leverages community leadership; includes diverse communities in planning and execution
- Performing professional level planning work, including project development and implementation with experience cultivating transparent and accountable systems and processes to reach goals
- Principles and practices of public administration; including the functions of elected and policy-making Boards and Commissions and responsibilities of various types of governments as they pertain to climate efforts
- Building and maintaining effective and trusting relationships with key stakeholders and decision makers.
- Interpreting, applying, and explaining complex policies and regulations.
- Setting priorities, coordinating multiple projects, and meeting critical deadlines.

- Using sound, independent judgment within established policy and procedural guidelines.
- Maintaining accurate records and files.
- Development and administration of grant funded projects.
- Standard office practices, including the operation of standard office equipment
- Maintaining compliance, interpreting, applying, and explaining complex laws, policies and regulations
- Research, analysis, and evaluation of programs, policies, and procedures.
- Strong analytical, organizational, and time management skills

### **LICENSES/CERTIFICATIONS**

Possession of a valid Michigan driver's license is required. Past membership in a professional organization involved with climate change, sustainability, climate adaptation, or environmental justice is preferred.

### **PHYSICAL DEMANDS**

Duties require sufficient mobility to work in a normal office setting and to travel away from the office to attend meetings and conferences, plus the ability to use standard office equipment including a computer, vision to read printed materials and a computer monitor and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

### **EDUCATION**

Possession of a Bachelor's degree or equivalent from an accredited college or university in environmental science, public administration, public policy, or related field is required. A Master's degree in these or a related field is preferred.

### **EXPERIENCE**

A minimum of five (5) years of professional experience in the planning, development, and implementation of sustainability, climate, and environmental programming is required. A minimum of two (two) years or leadership experience is required. Additional professional experience working in a local governmental setting is preferred.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job- related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance



# Washtenaw County

## JOB DESCRIPTION

**Job Code: TBD**  
**Authorization: TBD**  
**Employee Group: TBD**

**CLASS TITLE: PROGRAM MANAGER**  
**DEPARTMENT: RESILIENCY OFFICE**  
**FLSA STATUS: TBD**

### **JOB SUMMARY**

Reporting to and under the direction of the Resiliency Officer, this position is responsible for assisting in the development and coordination of the programs, projects, and partnerships of [Resilient Washtenaw](#), the County's Climate Action Plan. Plans, researches, organizes, reviews, and evaluates programs and activities to support the responsibilities of the office to operationalize and implement approved actions.

Researches, develops, and proposes modifications to programs, policies, and operations in alignment with best practices, efforts of other organizations, and identified opportunities to achieve climate and sustainability goals. Develops and submits grant proposals. Provides coordination with departments and community partners on climate, sustainability, and environmental justice efforts. Monitors and tracks progress towards goals of plan and effectiveness of programs and projects. Participates in work groups. Provides professional and technical assistance and training to vendors, service providers, policy and advisory boards, and staff regarding office grants, policies and programs. Performs related duties as assigned.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Contributes to the implementation of the Resilient Washtenaw climate action plan; collaborates with departments, public, and community groups
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the department. Participates in the preparation and administration of functional group budget and work programs
- Serves as operational contact of office with departments and partner organizations regarding plan actions, programs, projects, and policies
- As directed, leads the preparation of grant proposals, plans, and special program documentation. May support the development of contracts, resolutions, and other written materials

- Participates in program planning and evaluation. Monitors, evaluates, and ensures quality control of departmental programs. Reviews and monitors contracts to ensure that service provisions are met
- Represents office and organization on a variety of committees and taskforces to which assigned
- Plans, coordinates, and leads ad-hoc and standing working groups to achieve and sustain goals of plan and office
- Represents the department in meetings with Boards, Committees, Commissions, regulatory and other governmental agencies, business and community groups and the public
- Conducts studies, analyzes information, evaluates alternatives, and makes recommendations. Prepares narrative and statistical reports of findings. Develops, revises, and implements policies and procedures
- Develops systems to regularly and reliably report on progress of plan and outcomes of programs through both qualitative and quantitative means
- Monitors and researches studies, best practices, regulatory changes, and other planning efforts related to climate change and sustainability
- Develops grant applications and prepares evaluations
- Provides support and analysis to departments in data and root cause analysis, and identifiers for policy and system change within departments.
- Attends meetings of and presents to the Washtenaw County Environmental Council.

**Important Duties:**

- Develops and manages relationships with community stakeholders, county institutions, and local municipalities.
- May provide direction and/or supervision to interns, temporary or regular staff.

The above statements are intended to describe the general nature and level of work being performed within this classification. This description is not to be construed as an exhaustive list of all duties performed within this classification, as such other related duties may be assigned.

**EMPLOYMENT QUALIFICATIONS**

**Knowledge, Skills, and Abilities:**

- Principles, strategies, and actions of Resilient Washtenaw and other relevant climate action plans and efforts impacting Washtenaw County

- Demonstrated knowledge of and commitment to sustainability, adaptation, climate change, environmental justice, racial equity, and other relevant topics
- Use of community engagement practices and principles to develop plans, programs, and policies; centers those most impacted by climate change; leverages community leadership; includes diverse communities in planning and execution
- Building and maintaining effective and trusting relationships with key stakeholders and decision makers.
- Maintaining compliance, interpreting, applying, and explaining complex laws, policies and regulations, including the application
- Research, analysis, and evaluation of programs, policies, and procedures.
- Comfort and familiarity with collecting, analyzing, and presenting data in written and verbal communication.
- Experience working, planning, and coordinating with external agencies and organizations identified as partners within Resilient Washtenaw: including labor organizations, tradespeople, utilities, building operators, universities, local units of government, and planning organizations
- Skills in utilizing a personal computer and associated software programs.
- Ability to interpret, explain, and apply County and department policies and procedures.
- Ability to understand departmental operations, services, and activities.
- Ability to prepare clear and concise reports.
- Strong project management and organizational skills.
- Knowledge of principles of supervision, training and performance evaluation.

### **LICENSES/CERTIFICATIONS**

Possession of a valid Michigan driver's license.

### **PHYSICAL DEMANDS**

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, read printed and electronic materials, and hearing and speech sufficient to communicate in person or over the telephone.

Must be able to perform essential job functions with or without reasonable accommodation, including, but not limited to visual and/or audio logical appliances and devices to increase mobility.

### **EDUCATION**

Possession of a Bachelor's degree or equivalent from an accredited college or university in environmental science, public administration, public policy, or related field is required. A Master's degree in these or a related field is preferred.

### **EXPERIENCE**

Professional experience in the planning, development, or implementation of sustainability, climate, and environmental programming is preferred. Professional experience working in a local governmental setting is preferred.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties

other than those outlined above and may be required to specific job-related knowledge for successful job performance.

DRAFT

# Washtenaw County

## JOB DESCRIPTION

Job Code: **TBD**  
Authorization: **TBD**  
Employee Group: **TBD**

**CLASS TITLE:** COMMUNICATIONS AND ENGAGEMENT COORDINATOR  
**DEPARTMENT:** RESILIENCY OFFICE  
**FLSA STATUS:** **TBD**

### **JOB SUMMARY**

Under the direction the Resiliency Officer, serves as a professional worker regarding the communications of the Office and the organization regarding climate, sustainability, and environmental justice efforts and information. Prepares, organizes, and communicates information through written materials, websites, social media, online meetings, and in person meetings to inform and engage public in County climate, sustainability, and environmental justice efforts as called for through [Resilient Washtenaw](#).

Accountable for initiating, leading and supporting effective communications of the department's services, programs and performance to diverse audiences and the community as a whole. Works across the department, organization, and community to foster public sharing of information, data and instructions to maximize reach, impact and understanding. Provides research, analysis and recommendations and is responsible for conveying complex information about issues, projects, programs, and results clearly and accurately to diverse audiences. Performs related duties as assigned.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Develops and communicates information about efforts of organization regarding climate action, sustainability, and environmental justice to diverse audiences, especially those not traditionally engaged in climate change
- Develops and utilizes appropriate communication tools, practices, methods to achieve meaningful partnership with and participation of impacted communities in planning and development of Resilient Washtenaw, particularly communities directly at risk from impacts of climate change and disadvantaged communities
- Responsible for the development of high quality communication products, including written and digital content that describes, analyses and measures the work performed, coordinated, and supported by the office. Requires independent judgment and attention to detail
- Collaborates with community partners to improve resiliency in community (e.g., participates in committees, shares data and information, connects people to resources)

- Provides point of contact to County staff, general public, local governments and institutions, and partner organizations regarding information about climate and sustainability efforts
- Adheres to departmental and organizational policies and procedures
- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Actively supports and assists in the development of a strategic plan for communications including goals, objectives, policies, procedures and work standards for overall departmental communications and within divisions and programs including print, broadcast media, web based communications and public relations
- Coordinates communication to internal and external audiences through written reports, meetings, social media postings, website materials, and other channels with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
- Responsible for the preparation and delivery of information using a variety of methods including electronic and print media, direct mail, video, radio, forums, conferences and participation in public events. Extensive writing experience required, including experience with a variety of content (news articles, educational materials, technical reports, data reports, requests for proposals, resolutions, grants, contracts, etc.)
- Serves as the web site coordinator for the office. Develops and manages the department's web pages and online presence
- Provides direct information and community service activities, such as appearing before interested groups and making presentations at workshops, seminars, or events.
- Participates in the unit/department reviews in order to provide and receive feedback on types of services provided and effectiveness of message dissemination, outreach or interventions.
- Represents the agency to the community, other County departments, outside agencies, and other interested parties in such a way that an understanding of customers' needs are fostered.
- Participates in service planning, research, analysis, grant preparation and evaluation of designated unit/program. Develops alternative proposals and identifies objectives related to goal and policy formulation.
- Prepares and participates in the collection of data and information on services. Prepares various written and statistical information in proper format for presentation.

- Provides assistance in the in-service training of other employees. Serves as a resource to department employees by providing consultation and training on public communications and other administrative services.

**Important Duties:**

- Writes department materials, reports, press releases, website content, speeches, presentations and other public communications.
- Develops and implements communications projects utilizing web-based technology and listserves to directly communicate with citizens.
- Uses standard office equipment in the course of the work. May drive a County or personal vehicle in the performance of the work.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**EMPLOYMENT QUALIFICATIONS**

**Knowledge, Skills, and Abilities:**

- Principles, strategies, and actions of Resilient Washtenaw and other relevant climate action plans and efforts impacting Washtenaw County
- Principles and practices of communication, including crisis communications
- Computer applications and online platforms related to the work.
- Administrative principles and practices, including goal setting, work teams approach and general project management methods.
- Ability to plan work, think conceptually, observe and evaluate trends, draw logical conclusions and make sound decisions and recommendations.
- Ability to perform a variety of professional-level program and project management work without close supervision
- Department policies, procedures, rules and regulations.
- Techniques of dealing effectively with individuals of varying socio-economic and cultural backgrounds.
- Interpreting, applying and explaining complex concepts, including laws, policies and regulations.
- Research, data analysis and report preparation techniques.
- Using sound independent judgment within established policy and procedural guidelines.
- Preparing clear, concise and effective written materials and maintaining accurate records.
- Establishing and maintaining effective working relationships

**LICENSES/CERTIFICATIONS**

Possession of a valid Michigan Vehicle Operator’s License is required. Professional licensing necessary to carry out the tasks of the unit/department to which assigned.

### **PHYSICAL DEMANDS**

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **EDUCATION**

Equivalent of a Bachelor's degree or equivalent from an accredited college or university in environmental science, public administration, public policy, communications or related field is required.

### **EXPERIENCE**

Experience with organizational or governmental communications, multimedia formats, media relations and crisis communications is preferred. Specific experience with climate change, climate adaption, and sustainability programming is preferred.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance

DRAFT