

Northwest Missouri Regional Council of Governments

Environmental Planner

- Effective Date:** February 2012
- Position:** Environmental Planner
- Employment Status:** Full-time, Exempt
- Salary Range:** \$27,000 - \$30,000, standard benefits package
- Position Summary:** Position is responsible for administering the Northwest Missouri Regional Solid Waste Management District. Primary duties include environmental planning and education in a five-county area.

Essential Functions*:

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Staff members will follow any other instructions, and perform any other related duties, as may be required by the Executive Director.

Solid Waste District Planning

1. Implement the annual contractual agreement between the Northwest Missouri Regional Council of Governments and the Northwest Missouri Solid Waste Management District (SWMD), including the preparation of all grant applications and quarterly reports.
2. Provide administrative support for the SWMD. Plan and conduct monthly board meetings.
3. Facilitate the issuance, receipt, scoring, award, and reporting of grant funds within the SWMD. Answer procedure and budgeting questions from parties interested in the grant funds.
3. Supervise and coordinate District projects, including: hazardous / banned materials collections, composting and other workshops, and education on recycling and reducing solid waste. Presence is required at District collections, which are held on approximately four Saturdays each year.
4. Communicate on a regular basis with county and city officials, the Missouri Department of Natural Resources (DNR), and local waste haulers, recyclers, and salvage dealers.
5. Attend monthly Solid Waste Advisory Board meetings in Jefferson City and other trainings/conferences.
6. Research and write grant applications to fund programs that support the waste reduction goals of the SWMD.

Other General Duties

1. Assist other staff members with projects, programs, and goal completion.
2. Remain knowledgeable of other staff member projects and policies of the Regional Council as a whole.

3. Attend weekly staff meetings, monthly SWMD meetings, and monthly Regional Council board meetings. Monthly meetings are typically held during the evening hours.
4. Travel as required for training, conferences, and other meetings. Some travel may require overnight stays.

Minimum Qualifications: Education: BA/BS in planning, public administration, geography, environmental science, or related field. MPA preferred.
Experience Level: 2-4 years of environmental experience preferred
Computer: Basic to intermediate computer skills, including proficiency with Microsoft Office suite, and internet and email usage.
Other: Valid driver's license and auto insurance. Must provide own reliable transportation (mileage reimbursement provided for work-related travel). Must be legally eligible for employment in the United States.

Skills and Abilities: Familiarity with Missouri DNR and/or solid waste programs is preferred. Attention to detail is paramount, as is the ability to follow procedures, fill out and file paperwork, and meet deadlines. Familiarity with grant funds and state and federal agencies is preferred. Excellent public speaking and writing skills are required.

Work Environment: 75% of time spent in temperature-controlled office.
15% of time spent at local meetings, including collections.
5% of time spent at trainings, meetings, and conferences.
5% of time spent traveling.

Application Procedure:

Applicants should submit a letter of interest, professional resume, and one-page original writing sample in Microsoft Word or Adobe PDF format as an email attachment to Tye Parsons, Executive Director, at tye@nwmorcog.org. Application deadline is February 6th, 2012. EOE.