

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

WORKING TITLE: Air Management Policy Coordinator

CLASSIFICATION TITLE: Natural Resource Program Coordinator

PROGRAM: Air Management (AM) and Environmental Management Division

Position Summary:

This position coordinates, integrates, and tracks the development of complex regulatory policy and planning activities related to air quality management and Clean Air Act implementation. This position will work with all major elements of the Air Management Program (including permitting, monitoring, planning, and compliance staff), as well as division and department management, to support program implementation of the act consistent with department policies. This position will focus on coordination efforts needed to address priority state air quality initiatives. This position will also conduct science-based policy development and analysis work related to these initiatives.

The position will work with the U.S. EPA and other external stakeholders such as industry, utilities, environmental organizations, community groups, and the Air Management Study Group on activities related to this position.

Location, Position's Geographic Scope and Travel Requirements:

This position is located in Central Office in Madison. Statewide travel will be necessary on an infrequent basis. Telework may be offered in accordance with state policy.

Scope of Authority:

This position reports to the Air Quality Planning and Standards Section Chief within the Air Management Program, but will work with program staff, coordinators, and managers throughout the program. This position will also work directly with external stakeholders on matters relating to the position.

Responsibilities and Accountabilities:

- 70% A. Evaluate, lead and coordinate the planning, development and implementation of department programs, policies and procedures related to priority air program activities.
- A1. In coordination with the management, conduct science-based analyses or studies of policies and procedures related to air quality programs and issues.
 - A2. Develop, edit, and formulate departmental programs, policies, and procedures on air quality programs and issues based on current and relevant science and technical studies.
 - A3. Research and analyze impacts of proposed policies on department programs related to priority air quality activities and issues.
 - A4. Develop reports, briefing papers, and other written material needed to support the successful coordination and execution of priority air program activities and issues.
 - A5. Coordinate analytic work with internal and external stakeholders, other states, and regional planning organizations.

- A6. Develop science-based recommendations, policy options or courses of action needed to implement program and policy decisions.
 - A7. Consult with and advise leadership at division and department level on program-related issues as impacted by policy development and implementation.
 - A8. Identify and implement innovative process improvement techniques to research, analyze, develop, implement and communicate new policies and procedures for air quality activities.
 - A9. Research and present information on the environmental impacts associated with the air quality activities being coordinated under this position.
 - A10. Create and establish proactive and responsive methods for the analysis of strategies and work practices related to policy analysis, development and implementation.
 - A11. Assist with the development and implementation of communication plans for programs and policies related to assigned activities.
- 25% B. Plan, track, and coordinate the completion of projects
- B1. Utilize recognized project management processes to coordinate work associated with this position.
 - B2. Ensure work products are consistent with program and department policies and direction.
 - B3. Develop and monitor project plans, track due dates of deliverables and key milestones, and notify project stakeholders of upcoming due dates or problem areas.
 - B4. Organize and coordinate meetings of project stakeholders. Prepare agendas and meeting folders, take notes and prepare minutes of meetings. Coordinate and follow up on agreed upon actions and milestones.
 - B5. Provide project reports to project stakeholders, including managers, colleagues, and external audiences, including upcoming due dates for milestones and assignments.
 - B6. Develop and present recommendations to those impacted by assigned projects.
 - B7. Assist with the development and/or updates to policies, procedures or systems.
 - B8. Facilitate committees, work groups, focus groups, meetings and other similar activities for the program.
 - B9. Assist the program with work planning, budgeting, project chartering, and grant and contract management activities related to assigned activities.
- 5% C. Completion of other duties, as may be assigned.
- C1. Attend training courses, seminars and other education to maintain knowledge of current and emerging best practices related to air quality planning activities, project management, and facilitation.

- C2. Provide support and assistance to others across the program, division, and department, as well as external stakeholders.
- C3. Coordinate activities with other program coordinators and provide back-up to the section chief, as needed.
- C4. Perform other duties as assigned.

Knowledges, Skills, and Abilities:

- KSA1. Basic knowledge of Clean Air Act programs and environmental policymaking.
- KSA2. Experience researching, analyzing, and interpreting complex written materials (e.g., legislation, regulations or administrative code, technical reports, policy documents).
- KSA3. Ability to efficiently draft clear, concise policy documents.
- KSA4. Knowledge of project management and planning principles and techniques.
- KSA5. Excellent verbal and written communication skills, including the ability to communicate professionally and effectively with a variety of audiences about complex topics.
- KSA6. Ability to assume responsibility and respond to new challenges within a fast-paced environment and with little direction.
- KSA7. Skill in initiating and maintaining cooperative interpersonal relationships.
- KSA8. Skill in developing and implementing project plans.
- KSA9. Ability to analyze, plan, and lead a major policy-related activity.
- KSA10. Ability to analyze, plan, develop, implement, a major program initiative and function.
- KSA11. Ability to understand, synthesize, and apply relevant scientific and technical knowledge to policymaking.
- KSA12. Strong attention to detail.
- KSA13. Ability to manage competing deadlines and/or priorities.
- KSA14. Strong organizational skills.
- KSA15. Ability to use Microsoft Word, Excel, PowerPoint, and Outlook.

Physical Requirements and Environmental Factors:

Sedentary work: Occasionally exerting up to 10 pounds of force.
Physical surroundings and Hazards: Activities occur indoors.

Equipment Used:

General office equipment, computers, smart phones, projectors, virtual meeting hardware, fax machine, etc.

Telework Evaluation:

Position responsibilities do allow for on-going telework up to 60%, per department manual code.