

CLEAN AIR COALITION PROJECT COORDINATOR

DEFINITION

Under general direction of the County Executive and the Clean Air Coalition, assists the Clean Air Coalition in carrying out its goals to reduce emissions in Dane County of ozone-causing air emissions, especially nitrogen oxides and volatile organic chemicals, in order to reduce the levels of ozone in Dane County and in the counties downwind of Dane County.

EXAMPLES OF DUTIES

Provides staff assistance to the Clean Air Coalition, that is a group of government and business organizations committed to reducing ozone through an aggressive voluntary program. This position coordinates and facilitates meetings; handles correspondence; writes grants; develops public education initiatives and materials; works with the Wisconsin Department of Natural Resources and U.S. Environmental Protection Agency and identifies, evaluates, and develops policies, strategies and programs to reduce ozone; assists in the recruitment of new coalition members; communicates and meets with people and organizations in the Dane County community about clean air (especially ozone) issues, challenges and solutions; and provides other assistance that may be needed by the coalition and provides updates and information to the County Executive.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience that provides substantial knowledge of air quality issues and programs, development of public or private sector programs or initiatives dealing with air quality, including related areas such as transportation policy. Such knowledge can be demonstrated by five years experience in the public or private sector in developing or management of air quality or related environmental programs.

Knowledge, Skills, and Abilities: Working knowledge of air quality issues; knowledge of federal and state programs dealing with air quality; ability to work closely and collaboratively with a wide range of people including technical experts and policy and management professionals in the public and private sectors; ability to understand technical information relating to air quality and to assist in the development of public and private sector strategies based on this information; ability to write effective grant proposals; ability to collect and analyze information related to air quality; ability to evaluate program effectiveness; ability to communicate clearly and effectively, both orally and in writing, with representatives of the private and public sectors, the media, and the general public.