**Job Description**

**Title:** Environmental Advocacy (Consultant)
**Reports To:** City Manager
**Designation:** TBD
**Pay Grade:** xxxxxx **Pay Range**: xxxxxxx

---

**Job Summary**: Under the direction of the City Manager, engages in all City of Stuart river and waterway initiatives, requiring considerable expertise in the subject matter. Designs, coordinates, and implements policy advocacy surrounding the St. Lucie Estuary. Works in close coordination with city staff, city commissioners, civic groups and various governmental organizations to advocate for better water quality in the St. Lucie Estuary, specifically those water bodies in and around the City of Stuart.

---

**Essential Job Functions**

An incumbent in this role may be called upon to engage in any or all of the following:

- Serves as a liaison to the City Manager and City Commission regarding all City of Stuart river and waterways initiatives.
- Monitors all activities related to Stuart's waterways and water quality initiatives and develops action plans as appropriate.
- Attends community meetings (locally or otherwise) where the topic of Stuart's waterways is scheduled or anticipated for discussion or presentation.
- Represents the City on matters related to public policy including participation in coalitions, conferences, and task forces including USACE, SFWMD, and PDT meetings.
- Works to advance Stuart's interest in the LOSOM process.
- Assists with legal action and other measures that will improve the water quality in the St. Lucie Estuary, specifically in and around the city of Stuart.
- Advocates on behalf of the City of Stuart in all applicable waterway initiatives and at the direction of the City Manager.
- Works with other organizations and government entities to develop action plans and legislation to improve the quality of waterways.
- Designs and supports policy development and advocacy efforts in environmental issues that play a role in the water quality of the St. Lucie Estuary.
- Develops and conducts public policy presentations for the City Commission, public agencies, residents, and other interested parties, in advancement of City environmental priorities.
- Advances city river water quality priorities with various federal agencies, conducting outreach to key officials and regulators at the state and national levels.
- Provides regular communications and updates on the St. Lucie Estuary to city staff, city commission and partner organizations.

---

**Experience**

What specific experience are we seeking? Or are we just asking for candidates to apply? This really all depends on what type of relationship we're seeking – employee, consultant, etc.

DRAFT

**Job Description**

**Title:** Environmental Advocacy (Consultant)
**Reports To:** City Manager
**Designation:** TBD
**Pay Grade:** xxxxxx **Pay Range**: xxxxxxx

---

**Education / Training**
Bachelor's Degree in Environmental Science, Resource Management, Natural Resources or closely related field from an accredited college or university required.

**Knowledge, Skills, and Abilities (KSA's) for Position** (this is only completed for an employee; if we seek a Consultant, this section becomes more like a running paragraph, not necessarily a bulleted KSA section)

An individual in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Environmental ……. practices, methods, and …… related to rivers, waterways, environmental advocacy……. (specifics can be added later)
- Federal, state, and local laws, regulations, rules, and ordinances related to natural resources.

**Skills**

- Exceptional written and oral communications to include presentation skills and the ability to effectively navigate debates and negotiations
- Strong project management skills.
- Strong time management skills.

**Abilities**

- Motivate, encourage and educate individuals with varying levels of experience and knowledge in environmental advocacy.
- Design, analyze, and assist with the implementation of a variety of resource management initiatives.
- Make sound decisions within scope of authority.
- Able to effectively utilize various technologies and software as tools in analysis and design of environmental advocacy initiatives.
- Interact tactfully, influentially, and courteously with all levels of the City, multiple government agencies, coalitions, and the community.

**Physical Activity and Requirements:**

- The operation of vehicle.
- Standard dexterity in the use of fingers, hands, limbs, or body in the operation of office equipment in which skills and eye-hand coordination are important ingredients of safe and/or productive operations.
- Task may involve extended periods of time at a keyboard.

DRAFT

**Job Description**

**Title:** Environmental Advocacy (Consultant)
**Reports To:** City Manager
**Designation:** TBD
**Pay Grade:** xxxxxx **Pay Range**: xxxxxxx

---

**Environmental Conditions:**

- Tasks are regularly performed with some exposure to adverse environmental conditions.

**Sensory Activity and Requirements:**

- Color perception and discrimination.
- Sound perception and discrimination.
- Texture perception and discrimination.
- Visual perception and discrimination.
- Oral communications ability.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. *(would need editing if not removal…depends on the work relationship – FTE, Temp, or Consultant)*. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

---

**Signatures / Date** (this would stay or some version of same)

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

_____
_____

_____ _____
Employee Signature Date

_____ _____
City Manager Signature Date

DRAFT