



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Stormwater Educator **NEW:** X **REVISED:**
(Please check one)

REPORTS TO: Stormwater Coordinator **FLSA:** Non-Exempt **DATE:** 01/16

DEPARTMENT: Resource Management **JOB CODE:** 204

DEFINITIONS:

With supervision, works with all activities related to stormwater education.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Work directly with the Stormwater Coordinator to identify and/or create educational and training materials for target audiences identified in the Stormwater Management Plan, and develop innovative strategies to distribute the material to those audiences. Develop employee training and develop a training and certification program for Boone County inspectors and developers. Develop and conduct 4-6 training programs for the identified audiences.

Work with the Information Technology Department to develop and regularly update the county stormwater project web page. Develop newsletters, articles, PSAs as needed to advertise upcoming events and community stormwater issues such as ordinances or training schedules. Participate in community events throughout the county (it is expected that at least 10 events will be staffed annually).

Assist with the compilation of the annual report by documenting educational and public participation activities, as well as countywide efforts to address and reduce stormwater. Assist with activities between the City, County and University. Coordinate clean-up and storm drain marking events. Meet with developers and businesses to assess Best Management Practices. Develop a public education campaign on stormwater financing strategies.

KNOWLEDGE AND SKILL:

1. Good reading comprehension, ability to absorb large amounts of information and condense down to easily interpreted policy regulations.
2. Excellent oral and written communication skills required to interact with County citizens, City and State agencies, and County elected officials proficiently.

MINIMUM QUALIFICATIONS:

College degree or a job related background in physical, biological or chemical sciences, education or teaching. Experience in water quality or hydrology a plus. Demonstrated excellent oral and written communication skills with the ability to relate to and interact with a wide range of audiences. Outstanding presentation skills and self motivation required. Computer skills, including website and database development and or graphic design a plus.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)