

WASHINGTON STATE DEPARTMENT OF PERSONNEL  
62840  
Specification for Class of

ENVIRONMENTAL EDUCATION OUTREACH SPECIALIST 4

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Administers all environmental education/outreach activities for a specific office, program, or region of an agency and supervises three or more professional staff which includes at least one position allocated in the class series of Environmental Education/Outreach Specialist, Environmental Specialist, or Environmental Planner; or administers all environmental education/outreach activities for multiple offices, programs, or regions of an agency. This class requires written designation by the Communications & Education Director, equivalent or above.

Typical Work

Supervises three or more professional environmental staff;

Advises top management staff on environmental education/outreach policies and issues, including participating in management decision-making process;

Responsible for performing administrative tasks in direct support of environmental education/outreach programs of agency; establishes objectives of education and outreach programs and determines methods and techniques for accomplishment;

Analyzes extent of public understanding of agency programs and determines need and type of information and educational programs required;

Evaluates effectiveness of information/public relations/outreach activities and recommends changes as warranted;

Advises director and agency executives regarding public interest and reaction to proposed programs and policies;

Interacts with agency staff to develop communications programming in support of ongoing programs, services and activities;

Organizes and conducts meetings, workshops, seminars and training sessions on environmental education and outreach for agency personnel, public and business/ industry;

Performs other work as required.

## Knowledge and Abilities

Knowledge of: methods of determining needs for public information and education; methods and techniques of evaluating effectiveness of environmental education/outreach programs; supervisory techniques; general principles and practices of environmental technology and sciences; editing, composition and layout of educational and promotional materials; English grammar, punctuation and spelling; graphic arts, printing methods and terminology.

Ability to: advise top management officials regarding program impact upon public; organize, prepare, and present comprehensive public information and education programs; write and speak effectively; coordinate and supervise subordinate personnel; establish and maintain cooperative relations with members of the agency and public; select effective methods and techniques of disseminating a variety of information.

## Minimum Qualifications

A Bachelor's degree involving a major study in an environmental, physical, or natural science, education, communications or closely allied field and four years of professional experience involving environmental analysis or control, environmental planning, environmental education, community outreach, or communications activities.

Additional qualifying experience will substitute, year for year, for education.

OR

A Master's degree or Ph.D. in one of the above fields will substitute for two years of the required experience.

OR

One year of experience at the Environmental Education/Outreach Specialist 3 level.

NOTE: Qualifying experience in environmental education/community outreach is defined as:

Experience creating or carrying out education projects for youth or adults on behalf of the environment, OR creating or carrying out projects to encourage citizen/student involvement.

Experience may include work as an educator; outreach or volunteer coordinator for nonprofit organization; public or private school teacher; education coordinator, information officer, public relations specialist or planner for a government agency or private sector firm or association; or closely related title provided the work involved primarily: a) education related to environmental issues, or b) public involvement.

New class: 3-15-91

Revised definition: 5-12-95

Revised definition: 10-15-99