

# Classification Description



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<b>Title:</b>	Education Coordinator II	<b>Bargaining Unit:</b>	AFSCME 3580
<b>Department:</b>	Zoo, WPES and Parks & Nature	<b>Established:</b>	August 2022
<b>Job Code:</b>	0060	<b>Revised:</b>	
<b>Pay Grade:</b>	19	<b>EEO Category:</b>	Professional
<b>FLSA Status:</b>	Exempt		

## CLASSIFICATION DESCRIPTION

This position manages and administers programs, which may include program design, community development and civic engagement. Incumbents recommend and carry out policies and procedures in program area. Uses professional and organizational expertise and acumen to advance agency program objectives. Plans, leads and is responsible for a program or multiple programs, or multiple components of an overall program. Recommends department policy, makes department commitments within their area of expertise and functions with little supervisory direction and guidance.

## DISTINGUISHING FEATURES

Employees in this classification carry out responsibilities for mission-critical programs and projects that require initiative, independence, cultural competence and awareness of intergovernmental and community sensitivities and best practices in their area of influence. May provide lead direction to other professional staff. Responsibilities may include all or some of the responsibilities found within the Education Coordinator I classification.

## DUTIES AND RESPONSIBILITIES

General functions for all **Education Coordinator II** positions:

1. Develops and implements goals, objectives, strategies, policies, procedures and processes to advance program(s); develops, evaluates and implements program revisions to improve practices and achieve agency objectives.
2. Builds strategic relationships with project and program stakeholders that could include community leaders, other governmental colleagues, internal organizational stakeholders and others, to advance program goals and outcomes, identify funding sources and leverage resources.
3. Analyzes, reviews, and develops administrative and programmatic systems and procedures, ensures effectiveness of programs and compliance with internal and external requirements.
4. Designs and presents formal program-related presentations and training sessions that are culturally relevant and accessible to a diversity of audiences.
5. Serves as primary point of contact for program(s). Develops communication strategies and tools. Responds to public inquiries and concerns. Serves as subject matter expert for media.
6. Attends public meetings; provides technical information.
7. Recommends necessary adjustments to the program or operation focus and/or activities; is responsible for designing and implementing approved program changes.

8. Documents, tracks and evaluates effectiveness, impact, and cost/benefit impact of program or operational activities; designs and compiles periodic program progress reports; assesses program needs and issues; monitors program compliance.
9. Identifies potential obstacles to achieving outcomes and recommends new approaches as needed. Solicits public and partner input; adapts program as appropriate.
10. May develop and manage consultant and partnership contracts.
11. May develop and administer a variety of administrative documents, including: Requests for Proposals, Requests for Quotes, procedural guidelines and related documents.
12. Develops program public information strategies. Develops and/or oversees the development of program promotional and educational outreach activities for the program area, writes articles and fact sheets that require researching a variety of resources.
13. Advises management and staff on a variety of issues related to assigned programmatic area. Works with management to establish program priorities.
14. Reports on program progress to a variety of audiences which may include Metro Council, Metro senior management, Metro departments, affiliated advisory committees and work groups and partner organizations and agencies.
15. Liaise with other departments to provide information on available resources, programs, and/or services and to provide professional consultation and share expertise.
16. Represents Metro on local, state, and national committees and related groups, confers and collaborates with a variety of governmental agencies and other organizations to achieve program goals.
17. As project work may require: anticipates, develops, nurtures, maintains and recommends to management effective project and program relationships and agreements such as internal cross-organizational project teams and community partnerships.

Specific responsibilities for positions assigned to **Waste Prevention Environmental Services (WPES)**:

1. Researches waste prevention educational programs in the country and recommends best practices for WPES Department.

Specific responsibilities for positions assigned to **Parks & Nature**:

1. Researches and/or shadows other stewardship and nature education programs and recommends best practices for Community Education and Stewardship team. Uses this information to conceptualize and develop new programs as appropriate.
2. Attends environmental/community education and stewardship conferences and seminars to maintain up-to-date knowledge of information, resources and best practices in the land management and community education fields, including new standards and program evaluation.

Specific responsibilities for positions assigned to **Oregon Zoo**:

1. Coordinate and lead off-site trips and camping experience in natural areas outside of Portland with minors
2. Integrates conservation action messaging and activities in all program deliveries.

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3. Keeps current with informal zoo education practices in the industry.
4. Builds a network of other zoo educators to support innovation in our programs.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
  - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
  - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
  - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices and procedures.
  - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Bachelor's degree in field related to program area and,
- Four years of related experience or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

#### **Preferred:**

If assigned to **WPES:**

- Experience and technical expertise in an area of solid waste reduction (toxics, hazardous waste, garbage, etc.)

If assigned to **PARKS:**

- Experience and technical expertise in an area of environmental and stewardship/volunteer management.

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## Knowledge, Skills and Abilities

- Knowledge of current public policy, planning strategies, and legislation related to solid waste issues.
- Skill in managing complex relationships and community partnerships.
- Skill in developing and presenting reports and data summaries.
- Skill in collecting and organizing technical information for computer analysis and report generation.
- Skill in creatively creating meaningful and original content and ways of presenting information and finding solutions to barriers.
- Ability to ensure that programming is relevant to the community being served.
- Ability to keep large contracts aligned with goals and priorities.
- Ability to provide culturally relevant educational and outreach programs in the communities being served.
- Ability to meet contract management and project management deadlines.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

## SUPERVISION RECEIVED:

- Supervision is received from assigned Supervisor or Manager.

## SUPERVISION EXERCISED:

- None. Assists in training new staff and may assign work or coordinate work of others.

## TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word processing and spreadsheets.
- Drive a vehicle and operate radios for communication.

## WORK ENVIRONMENT

- Work is performed in various settings, including indoor and outdoor locations. Work pressures, disturbances of workflow and/or irregularities in the work schedule are expected to occur on a frequent basis. Duties may be performed in inclement weather conditions. Occasional travel and some work outside of normal business hours is required.
- Move equipment and distribute supplies (weighing up to 40 lbs.) Load, transport, unload, move and set up materials and other program gear.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*