

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: ENVIRONMENTAL STUDIES SPECIALIST

### FLSA STATUS: NONEXEMPT

### BASIC FUNCTION

Under the direction of the Dean of Vocational Education, support the implementation of an environmental studies program at Victor Valley College; including coordination of environmental studies labs and student led scientific research projects. This program is supported by the Mojave Sustainability Project (MSP), a synergistic educational partnership between Victor Valley College Foundation, government agencies, and business.

### REPRESENTATIVE DUTIES

Resource and assist in the implementation of Environmental Studies Lab exercises in the current classes (Environmental Science, Geographic Information Systems (GIS), Conservation Research Lab, Soil Science, Water Science, Plant Science, Conservation and Sustainability Practice) and future classes.

- Assure that labs are properly equipped; determine requirements, cost estimates and purchase supplies such as lab supplies, environmental monitoring kits for soils and water, computers, and GIS software.
- Assist instructors with scheduling and running these lab sessions to include off-site field studies trips. Duties involve scheduling vans, obtaining student medical releases and driving vans to these remote locations. *E*

Coordinate applied student scientific research projects in environmental studies and ecological restoration and work collaboratively with community partners of the Mojave Sustainability Project to implement these projects. *E*

Coordinate the design, implementation, data collection and publishing of student applied research projects as part of the class AGNR 75 Conservation Research Lab. *E*

Work with the MSP Outreach Coordinator to plan, conduct, and participate in community environmental outreach activities, including conservation workshops, sustainable practice workshops, clean air activities, and water conservation events. *E*

Set up and maintain protocol to maintain the AGNR's departments Field Studies Laboratory, including collecting and managing data on restoration, water, and soils as related to community stewardship projects that are designed and implemented under AGNR 74 Conservation and Sustainability Practices. To include managing the data bases and GIS systems that supports these projects. *E*

Operate a variety of technical equipment including seed processors, soil and water analysis kits, microscopic photographic equipment, simple and compound microscopes, small agricultural tractor, irrigation controllers, computers, plotters and power hand tools. *E*

## **Environmental Studies Specialist – Continued**

Support the implementation of sustainable practices on and off campus and interact with community partners of the Mojave Sustainability Project to achieve this goal. *E*

Provide support as needed to the Greenhouse Manager and the Seed Lab Coordinator as needed. *E*

Assist the Department Chair in curriculum development. *E*

Conduct student career and educational pathway outreach and mentoring in field of Environmental Studies/ Natural Resource Management. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

College curriculum and educational requirements of assigned subject area.

Basic knowledge of GIS/Geospatial technology, GPS technology, ecological restoration practices, sustainable building, agriculture, GIS software, relational data bases.

Standard math skills.

Basic methods of task organization, assignment, review and ability to provide work direction, as needed.

Basic computer troubleshooting techniques and basic computer hardware knowledge.

Basic data collection and inventory methods, practices, and monitoring.

Basic record keeping techniques.

Basic knowledge of power tools and mechanical equipment.

Scientific knowledge of the principle environmental issues of the Mojave Desert and the world and the conservation/sustainability practices.

Knowledge of computer programs for environmental purposes.

### **ABILITY TO:**

Establish and maintain cooperative an effective working relationship with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Operate computer hardware and software, to include printers, plotters, GPS receivers and other GIS equipment.

Conduct and demonstrated water, soils, and other analysis tests.

Train and provide direction on standard scientific lab experiments.

Operate power tools and other mechanical equipment, including a small trailer and soil mixer.

Complete work with constant interruptions.

Create simple brochures and flyers.

Develop, implement and update department laboratory procedures/protocols, as needed.

Communicate effectively both orally and in writing; make effective oral presentations to staff, students and partners, when needed.

Work cooperatively in an environment requiring constant communication, cooperation and flexibility.

## **Environmental Studies Specialist – Continued**

Meet schedules and time lines.

### **EDUCATION AND EXPERIENCE:**

Valid California driver's license.

Any combination equivalent to: Associate's degree or course work in Environmental Science, Horticulture, Agriculture, Business Leadership, Computer Aided Drafting, Chemistry, Soil Science, Water Management, Biology, Computer Science, Geology, Geography, Geographic Information Systems or related Natural Sciences that amounts to 40 semester units.

Applicants may also substitute years of experience in Environmental Studies/Natural Resources Management, with each year substituting for 10 semester units to a maximum of 20 units.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS\**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Environment:***

While performing the duties of this job, the employee is required to perform moderate to light lifting, sit, stand or walk for extended periods of time. Incumbents may be exposed to abusive individuals. Incumbents may be exposed to hazardous chemicals, and moving mechanical parts.