

**ENVIRONMENTAL ADVOCATE****Nature of Work**

Under the administrative supervision of the Director of the Division of Environmental Protection, performs professional work as an advocate for the environmental protection of the general public. This position will be under the direct supervision of an agency head selected by the Director. Duties to be carried out are: to evaluate the performance of the agency with respect to public opinion; to inform the public on agency performance in the public interest; assist citizens in understanding and using agency procedures; directing citizens to source of technical and legal information services; and participating in, and developing media resources styled to inform the public of agency activities, citizens rights, and environmental issues. Performs related duties as required.

**Distinguishing Characteristics**

Functions outside the regulatory role of the agency to promote agency objectives in accordance with the nine guiding legislative purposes set forth by law (22-1 et seq.) and to assist citizens in the exercise of their legal rights as they relate to environmental issues.

**Examples of Work**

- Conducts statewide surveys on environmental issues to evaluate agency performance and determine agency response.
- Attends meetings, public hearings, proceedings, and conferences to collect and distribute information on a range of environmental issues.
- Systemically become familiar with, and acquire a working knowledge of all programmatic functions of the Division of Environmental Protection.
- Provides advice and assistance to citizens seeking resolution of environmental problems.
- Assists the Division of Environmental Protection in developing and publishing brochures outlining the services of the position, as well as other information efforts that are appropriately conducted in concert with the Public Information Office or the Director.
- Participates in or sponsors public service media programming on a variety of environmental issues.
- Assists citizens with obtaining information, interpreting information, and directing citizens to sources of technical information.
- Assists and advises citizens on how to participate in state agency processes.
- Writes articles for publication by the Public Information Office and other print media regarding a variety of advocate activities or areas of environmental interest.
- Directs citizens to appropriate public legal resources.

**ENVIRONMENTAL ADVOCATE - cont'd.**

**Examples of Work - cont'd.**

Assists the Division of Environmental Protection in reaching negotiated settlement of issues in dispute between the Division of Environmental Protection and citizens or citizens' groups.

Develops annually an action plan for the coming year of position operation which contains realistically achievable objectives.

Prepares an annual statement summarizing the accomplishments of the position to be published in the Division of Environmental Protection's annual report.

**Knowledge, Skills and Abilities**

Knowledge of the legal requirements and programmatic functions of the Division of Environmental Protection.

Ability to skillfully communicate (both written and verbal) in a public forum.

Ability to use word processing software in a micro-computer environment.

**Minimum Qualifications**

TRAINING Graduation from an accredited four-year college or university with a degree in a field of study directly related to the qualifications, powers, and duties of the position as set forth in this rule.

EXPERIENCE Two years of full-time or equivalent part-time paid experience in work directly related to environmental protection, or other public service work experience which demonstrates the ability to carry out the powers and duties of the position as set forth in the rule.

SPECIAL REQUIREMENT Must be a citizen and permanent resident of the State of West Virginia. Must possess a valid West Virginia driver's license.

**Area of Assignment**

Environmental Protection

Established: 6/16/94

Effective: 6/10/94