

MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Pollution Control.

Position: Environmental Administrator I

PIN: 5490

Starting Salary: \$46,811.45

Location: Air Division

Minimum Qualifications:

A Master's Degree from an accredited four-year college or university in a field of atmospheric sciences, biological sciences, business administration, chemical sciences, engineering, environmental science, environmental technology, geography, geological sciences, hydrology, mathematical sciences, or public administration;

AND

Five (5) years of experience related to the described duties.

OR

A Bachelor's Degree from an accredited four-year college or university in a field of atmospheric sciences, biological sciences, business administration, chemical sciences, engineering, environmental science, environmental technology, geography, geological sciences, hydrology, mathematical sciences, or public administration;

AND

Six (6) years of experience related to the described duties.

Primary Functions:

- o Assist with developing and maintaining the Air Division budget.
- o Assist with grant development and implementation.
- o Assist with Air Division purchasing, procurement, and contract implementation.
- o Assist with property inventory and audits.
- o Maintain electronic and hard copy files and information for the division.
- o Coordinate, schedule, and provide support for meetings.
- o Assist with compiling information for division-wide reports.
- o Air Division Fleet Manager
- o Air Division Travel Liaison