

**Location:** City of Keizer, Oregon

**Department:** Public Works, Environmental & Technical Division

**Recruitment Opened:** March 24, 2025

**Application Deadline:** April 28, 2025

**Salary:** \$70,970 - \$92,602 Annually



Are you passionate about environmental protection and sustainability? Do you thrive in a leadership role where you can make a real impact in your community? The City of Keizer is looking for a professional, knowledgeable, and detail oriented senior level [Environmental Program Coordinator](#) to join our team. This position plays a critical role by helping to shape and implement regulatory environmental programs for stormwater management.

### About the Role



Under the guidance of the Environmental & Technical Division Manager, you'll take the lead in shaping and implementing key environmental programs that ensure compliance with federal, state, and local regulations. You'll play a critical role in protecting water quality, managing stormwater programs, and developing innovative environmental policies. As a leader in the Environmental & Technical Division, you'll provide guidance and technical expertise to department staff, city employees, and the public.

### Key Responsibilities

- Lead and support Environmental & Technical Division staff, providing training and technical guidance.
- Develop and implement environmental policies, plans, and procedures.
- Manage stormwater and water quality permit compliance.
- Oversee budget planning, resource tracking, and grant/contract administration.
- Conduct environmental assessments, monitoring, and scientific studies.
- Recommend enforcement actions and prepare technical/scientific reports.
- Engage with the public by responding to environmental concerns.

### Why You'll Love This Job

- **Make an Impact:** Your work directly contributes to environmental sustainability and regulatory compliance.
- **Diverse Work:** Split your time between policy and procedure development, program coordination and compliance, and conducting environmental assessments.
- **Professional & Dedicated Team:** The Keizer Public Works Department is a professional, dedicated team that proudly serves the community by effectively and efficiently building, operating, and maintaining quality, safe, and secure public facilities. Although the Public Works Department is small in number of employees, they are an energetic and skilled work unit that encourages teamwork.

## Why Work for the City of Keizer?

Located in Oregon's stunning Willamette Valley, Keizer is a vibrant community with easy access to mountains, coastlines, and forests, offering the perfect blend of small-town charm and big-city resources. Join us, and you'll enjoy:

- **Moderate year-round climate** ideal for outdoor adventures
- **A close-knit community** that values innovation and service
- **Engaging events** like KeizerFEST, holiday parades, and more!



At the City, our employees have a Leadership Philosophy where we strive to make Keizer a place where people want to work and live.

We also have a set of core values as employees of the City. We REACH for Excellence!

**R**ESPONSIBLE    **E**XCELLENT    **A**CCESSIBLE    **C**OMPASSIONATE    **H**ELPFUL

## Pay & Benefits

- **Monthly Salary:** \$5,914.13 - \$7,716.80
- **Benefits:** Medical, dental, and vision plans, life and disability insurance, FSA, paid time off (sick, vacation, personal leave, and holidays), PERS retirement, deferred compensation employer contribution, fitness incentive program, and even access to an on-site massage chair and employee only fitness center!
- **Language Incentive:** 5% pay incentive for Spanish-speaking candidates.

## What You Bring

In addition to the minimum qualifications, we are looking for candidates who have:

- ✓ Advanced principles of environmental science
- ✓ Ability to perform professional-level work under limited supervision
- ✓ Experience implementing environmental programs that interface with federal, state, and local regulations
- ✓ Skill designing scientific studies and collecting field data and samples
- ✓ Ability to manage multiple projects
- ✓ Ability to work collaboratively with a variety of stakeholders and partners
- ✓ Working knowledge of environmental law and policy and grant and contract administration.

## Minimum Qualifications

- Bachelor's degree in Environmental Science, Biology, or other applicable field and four years of experience in implementing, coordinating, and/or managing environmental programs/plans/projects; **or**
- Master's degree in Environmental Science, Biology, or other applicable field and two years of experience in an environmental position; **and**
- Two years of lead worker/supervisory, program coordination or project management; **or**
- Any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

It is widely stated—and supported by studies—that candidates, especially women, are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. The City's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We encourage persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.

## Join Us in Keizer!

The City of Keizer celebrates diversity and welcomes candidates with non-traditional backgrounds. If you're driven, innovative, and ready to bring new ideas to our environmental programs, we want to hear from you—apply now!

## How to Apply

- To apply, complete a [City of Keizer employment application](#) and submit it to the Human Resources Department by the closing date. See application instructions attached to the City of Keizer Application form for detailed directions on how to apply.
- Applications must be received prior to the closing date in order to be considered. Postmarks will **not** be accepted as proof of meeting deadline.
- Bilingual (English/Spanish) candidates and Veterans are encouraged to apply.
- Veterans requesting Veteran's Preference must complete a [Veteran's Preference Form](#) **and** provide required paperwork.

For questions or accommodation requests, reach out to our Human Resources Department via email at [HR@KeizerOR.gov](mailto:HR@KeizerOR.gov) or via phone at 503-856-3430.

*Let's make a sustainable future together in Keizer, Oregon!*

