



Prior Learning Handbook

Sample Portfolio



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Rev 06/09

I

Syllabus

NOVA SOUTHEASTERN UNIVERSITY
COLLEGE FOR CAREER DEVELOPMENT

I. COURSE NUMBER AND TITLE:

BIOL 1040 – Environmental Studies

II. INSTRUCTOR:

III. COURSE DESCRIPTION:

This class is designed to acquaint the student with fundamental aspects of the earth's ecosystems and environments, and the ways that they have been impacted by humans. Ecosystems responses to natural disturbances will be juxtaposed and anthropogenic stresses. Biological, social, economic, technical, and political issues will be discussed relative to environmental concerns. Emphasis will be placed on the ecosystems such as wetlands, coastal environments, swamps, coral reefs, and upland areas including the pinelands and hardwood hammocks.

The student will learn basic ecological principles, the sources and impacts of pollution, and the role of politics in environmental decision-making. The role and responses of the individual in environmental policy will be emphasized. Your role and responses of the individual in contemporary society will be scrutinized from short and long-term perspectives. In particular, energy water and solid waste issues will be examined.

IV. COURSE OBJECTIVES:

The goal of this course is to improve the student's ability to understand and critically examine ecological issues from a local, regional, and global perspective. Each student will learn the fundamental concepts of ecology and their application to life on our planet. You will be encouraged to scrutinize personal and societal involvement in their environmental change.

V. REQUIRED MATERIALS:

Environmental Science, Daniel D. Chiras, 4th edition.

Additional material (e.g., photocopies) will be provided as necessary

IV. CALENDAR OF READING AND WRITTEN ASSIGNMENTS:

SESSION	TOPIC	ASSIGNMENT
1	Sustainability, Critical Thinking	Chapter 1
2	Ecology and Ecosystems	Chapters 2-4
3	Populations & Resources 1 QUIZ 1	Chapters 5-7
4	Resources 2 Outline Due	Chapters 8-10
5	Resources 3 QUIZ 2	Chapters 11-13
6	Pollution 1 QUIZ 3	Chapters 14-17
7	Pollution 2 & Environmental and Society 1 Paper Due	Chapters 18-20
8	Environment & Society 2 QUIZ 4	Chapters 21-23

Oral Presentation will be scheduled by instructor.

VII. DESCRIPTION OF CLASS ASSIGNMENTS:

QUIZZES – (10% each) most questions can be answered with a few sentences of clear concise writing. Quizzes will include one essay question, and may have multiple choice and/or, true/false questions.

RESEARCH PAPER – Each student will write a research paper on a topic of personal interest related to environmental science (10-12 pp., double-spaced, 12 cpi, 1” margins). Be sure to clear the topic with me before you begin the research. Make sure that you correctly cite references in the body of the paper (generally, at least once per paragraph) and provide a reference list at the end of the paper, including URLs for Web sites.

RESEARCH PAPER OUTLINE – The paper outline includes a title, the thesis statement, the outline itself, and at least 3 references (more are strongly recommended), due by the 4th class meeting. Two of the references must be from a scientific journal or book, and the others may be from periodical articles or WWW sites.

ORAL PRESENTATION – Each student will prepare a 5-minute presentation on a newspaper article. The goal of this exercise is to keep the student apprised of local environmental issues and develop presentational skills. The student will be graded on presentation clarity, use of visual aids, and mastery of background information.

VIII. CLASS POLICIES & GRADING CRITERIA:

Grading Scale

The Farquhar College for Arts and Sciences has a Writing Across the Curriculum Policy which means that you can expect to write at least 8-20 pages for each course. At least 35% of your grade will be determined by written assignments.

Quizzes	40%
Oral Presentation	20%
Research Paper Outline	10%
Research Paper	30%

Grades will be distributed along a standard scale:

90% to 100%	A range
80% to 89%	B range
70% to 79%	C range
60% to 69%	D range
Below 60%	F

Pluses and minuses may be used at the discretion of the instructor.

II

Resume

JANE DOE
123 American Way
Anywhere, USA 12345
(123) 456-7890

CAREER SUMMARY

Extensive experience in government administration, journalistic and public relations work relevant to environmental legislation, education and outreach. Specific expertise in:

Project development and supervision	Technical report writing
Budget forecasting	Copywriting
Grant administration	General graphic design
Mass media content and placement	Copy editing
Government and legislative communications	Public speaking

DEPARTMENT OF NATURAL RESOURCE PROTECTION, Broward County, Florida –
1989-Present: Resource management and environmental regulation for Broward County; second largest local environmental regulator in the state, serving a population of 1.5 million.

Assistant to the Director

Responsible for performing research and special study assignments, implementing administrative policies, and exercising administrative control over assigned operations and functions.

- Make recommendations to the Director on new or revised administrative policies
- Assist the Director in implementing program goals and objectives
- Budget development and oversight
- Coordinate and direct large volume of high profile environmental activities
- Lobby for legislation and funding on both the state and federal level
- Address requests and complaints from the public
- Represent the Director at community meetings and various public functions
- Supervise professional staff

Environmental Projects Coordinator

Responsible for all oversight and development of comprehensive educational programs and preparation of amendments to legislation. Directs departmental participation in several long-range planning development activities and in environmental restoration and preservation projects.

- Instituted an award-winning outreach project resulting in a direct reduction of contaminants and debris entering local waterways.
- Organized and promoted country-wide cleanup events involving more than 10,000 volunteers and removing 250 tons of litter and debris.

- Reviewed legislation for economical and environment implications to the County, increasing state funding, retaining local water standards, and receiving additional delegated authority.
- Produced and hosted twenty-four half-hour programs for public television.
- Supervised development of fifteen publications receiving nationwide recognition from the National Association of Counties.

Public Education Coordinator

Established environmental education programs for a wide range of audiences including school-age children, homeowner associations, and specific industries.

- Supervised and promoted environmental education initiatives in low-income, minority neighborhoods that strengthened community stewardship and launched additional restoration and preservation activities.

Programmer/Analyst

Responsible for development, maintenance, and upgrades to computer systems and applications software.

- Created increase in laboratory staff efficiency by computerizing the laboratory information system used for samples analysis results and test methods.
- Streamlined permitting, licensing, tracking, and enforcement activities through the development of new applications software.

Other Professional Activities

- Executive Director, Broward Beautiful, an affiliate system of Keep America Beautiful, Inc.
- Active in South Florida Association of Environmental Professionals (SFAEP)
- Active in Florida Local Environmental Resource Agencies (FLERA)
- Council Member of Broward Urban River Trails (BURT)
- Member of National Association Female Executives (NAFE)

ACT/MICROTEL, Boca Raton, Florida

1987-1989

Multimillion-dollar long distance provider for the southeastern United States; acquired by EDS in 1989.

Systems Analyst

Responsible for all systems analysis, design, and development of IBM series 3081 mainframe.

- Directed design teams, which converted newly-acquired customer database and billing software.
- Member of a prototype design team that developed alternative billing packages, rate schedules, and mileage indices.
- Introduced general and detail designs for programming staff.

SUNCOAST COMMUNICATIONS, INC., Sarasota, Florida 1985-1987
Multimillion-dollar long distance company providing service throughout Florida; acquired by ACT/Microtel in 1987.

Senior Systems Analyst/Programmer

Responsible for all systems upgrades and maintenance of billing software.

- Tailored all systems and applications software, billing more than 50,000 customers monthly.
- Instituted documentation library, cataloging and recording fifty application programs.

PROFESSIONAL DATA SERVICES (PDS), Johnson City, Tennessee 1983-1985
Software developer and long distance provider for East Tennessee; \$1 million in revenues.

Programmer/Analyst

Responsible for development and maintenance of long distance billing software for five long distance providers.

- Maintained and upgraded software used to serve 500,000 customers in the Southeastern United States.
- Installed computer systems and billing software for long distance providers.
- Provided service and support for billing systems and telephone switching systems.

EDUCATION

Florida Atlantic University, Ft. Lauderdale, Florida
Communications/Government and Political Reporting
Northeast State University, Blountville, Tennessee
Computer Science
East Tennessee State University, Johnson City, Tennessee
Biology Major, Education Minor

III

Autobiography

Jane Doe
Autobiographical Document

After graduating from high school (Sullivan Central, Blountville, Tennessee) in 1976, I enrolled at East Tennessee State University (ETSU) as a full-time student, majoring in Biology and minoring in Education. To help pay for my tuition, I worked during the summer months for Tennessee Eastman Kodak. I remained at ETSU for two years, before marrying in 1978, when I left school and moved to Colorado with my husband. While in Colorado, I worked for the state in a Denver public assistance office. When we moved to Fort Myers, Florida one year later, I worked for two years as a data entry clerk. When I divorced in 1981, I moved back to Tennessee and started school full-time at Northeast State University (NESU) where I received an Associates Degree in Computer Science.

Three months before graduation from NESU, Professional Data Services (PDS) hired me as a programmer/analyst. I was responsible for writing and maintaining billing software for ten long distance companies, serving more than 500,000 customers in the Southeastern United States. I also managed PDS's telephone switching system and installed computer systems and software at facilities in Tennessee, Alabama, and Florida. The position I held at PDS required significant knowledge about telephony, micro-computing, technical report writing, and user documentation. The job I held at PDS helped me to acquire excellent project management and interpersonal skills.

I had been employed by PDS for two years when one of my clients, Suncoast Communications, Inc. (SCI), offered me employment in their Sarasota, Florida office. I accepted the position because it offered new and challenging responsibilities. SCI was a long distance reseller, with a staff that grew from ten when they hired me, to more than forty when

ATC/Microtel bought the company out just two years later. The skill set required in my new position included all of those necessary in my previous position, and expanded to add supervision of other professional staff. This experience improved my interpersonal skills, taught me how to motivate others and express myself more confidently.

When I joined SCI, there were approximately fifteen hundred customers using their long distance service. During my tenure with the corporation, we grew the database to more than 30,000 customers. My most significant accomplishment at SCI was single-handedly converting our customer phone lines and billing information over to a new system owned and operated by ATC/Microtel. The conversion was a result of acquisition of SCI. As a result, ATC/Microtel offered me a position as a systems analyst. Given less than four weeks to find new employment in Sarasota or move to ACT's corporate office in Boca Raton, I accepted ATC/Microtel's job offer.

ACT was a multimillion-dollar long distance reseller and in 1989, was one of only a handful of long distance companies that had not yet been acquired by or merged with one of the larger carriers such as Sprint or AT&T. Again, my responsibilities were expanded. At ATC, I maintained the newly acquired SCI database and helped other ATC employees modify their databases to accommodate the assimilation of SCI's customers. I assisted the sales team in developing new billing options for both business and residential customers. ATC used the team approach to manage its business solutions and I learned how to build consensus, resolve conflicts between members, and share responsibility.

Since I was hired by PDS in 1983, I had witnessed a litany of mergers, sellouts, buyouts, and closing of tens of long distance resellers. While at ATC, we purchased three companies and merged with another. The industry was quite volatile and companies frequently laid off

employees. As a single parent, this concerned me and I decided to find a more stable work environment. The Broward County Department of Natural Resource Protection (DNRP) hired me in 1989 as a programmer/analyst. At that time, the department developed its own customized software to track the facilities it regulated. I wrote the department's laboratory information management system (LIMS) and the tracking system for environmental violations. I was also responsible for maintaining and modifying the hazardous materials management systems. Because effective and user-friendly software requires an intimate knowledge about the business process, before writing the programs to track and report on components our laboratory found in water, soil, and air samples, I worked closely with the laboratory manager to gain an understanding of their operations and needs. I learned how field staff collects samples, the types of methods used to analyze samples, and how samples are used in prosecuting environmental crimes.

The enforcement system I wrote consisted of a database that allowed our inspectors to record pertinent violator information, automatically print warning notices and notices of violation when certain criteria were present, track incoming complaints from the public, and maintain a historic record of offenses. Before writing this system, I spent several weeks with enforcement staff, learning even more about sampling, environmental violations, applicable laws, and becoming familiar with the procedure and forms of the enforcement section. The enforcement section is a service organization to the rest of the department so I also learned about hazardous materials facilities, dredge and fill operations, Wetlands, beach renourishment, air and water quality and environmental licensing. Both the LIMS and Enforcement Tracking systems increased the department's efficiency, streamlining our tracking, permitting, licensing, and enforcement procedures.

The knowledge about the environment that I gained through managing these information systems caused me to want to become more involved in the daily activities of the department. I discussed this desired career change with the department's director who explained that she would provide me with opportunities to work on special projects as they presented themselves. Within three months of making this commitment to me, the director promoted me to Public Education Coordinator. This position involved professional, consultative and promotional work encompassing development and implementation of countywide public education programs. I was responsible for producing and coordinating comprehensive environmental education programs and activities. I coordinated educational programs for county employees and the public including participation in countywide community cleanup events like the annual Waterway Cleanup, Reef Sweep, and Coastal Cleanup. I also helped the County Commission create Broward Beautiful, a fourteen-member Commission-appointed board that advises and directs community beautification projects.

Accomplishing these tasks required considerable knowledge of the local, regional, and global environment. I learned the principles and methods of planning public education projects and program administration. I gained ability to present classroom instruction and facilitate discussion sessions. I became skillful at planning, coordinating, and evaluating programs and events. In this position, I received my introduction to developing mass media campaigns, conducting environmental educational conferences and workshops, and serving as a liaison between government officials. The position also provided me with my first opportunities to establish relationships throughout the community, working closely with elected and appointed officials, service and civic organizations, homeowner groups and educators.

Three years later, the director promoted me to Environmental Projects Coordinator. As such, I continued to manage the department's environmental education and public outreach initiatives. I also assumed the responsibility of coordinating the department's legislative activities. This new task taught me to effectively discuss environmental legislation with members of the State Legislature and the U.S. Congress. I also learned how to prepare position papers for legislators and develop talk sheets for lobbyists and staff. It was during this time that I also became involved in several long-range, County Initiative, and Everglades Restoration. As Environmental Projects Coordinator, I served as a principal professional and technical resource person for environmental projects. I supervised the implementation of environmental programs and provided assistance to other agencies, interest groups, developers, and the public. I broadened my depth of knowledge related to environmental planning, policy analysis, and research methods and techniques. This progressive experience cultivated me for my next promotion in 1997 – Assistant to the Department Director.

In my current position with the DNRP, I assist the department director in a wide range of administrative tasks. I remain closely involved with education and outreach, supervising a professional staff that develops and implements environmental awareness campaigns for both the regulated community and the public at large. I lead the department's legislative affairs function and continue to act as Executive Director for Broward Beautiful. The new responsibilities I acquire with this last promotion include ensuring operational and administrative continuity and coordination between the department's six divisions, assisting the director in developing the annual budget, recommending organizational and administrative changes, and representing the director as needed. Since becoming Assistant to the Director, I have developed the department's Equal Opportunity Action Plan, successfully lobbied for \$500,000 for out North Fork

Restoration initiatives, leveraged \$500,000 for county-wide beautification efforts, overseen development of Best Management Practices for regulated industries, initiated development of a program to recognize 'green' business, planned and coordinated two statewide conferences for local pollution control programs, initiated a program to plant five thousand trees on public property annually, developed a quarterly newsletter to the regulated community, and produced a survey for analyzing environmental awareness in Broward County.

Most of my managerial knowledge comes from practical experience. I believe continuing my education will compliment and hone the skills I now possess and will broaden my future capabilities. My academic goal is to receive a bachelor's degree in Professional Management and my professional goal is to remain in management positions within the public sector. I believe that by completing this four-year degree program, my career options will vastly increase and make me a more valuable asset to my employer.

IV

Skill Inventory

Skill Inventory

Enclosed is the course outline for Environmental Studies, BIOL 1040, which is taught at Nova Southeastern University. Below I have summarized my learning experiences in various environmental regulation, resource management, sustainability, and ecosystem protection and restoration areas as they relate to this course.

In the two decades since Gaylord Nelson founded Earth Day, the public's attention has become more focused on green issues and the concept of 'sustainable development.' As defined in the Burtland Report during the 1980 World Conservation Strategy, sustainable is the idea of "development that meets the needs of the present without compromising the ability of future generations to meet their own needs." The paradox of sustainability that rapid economic growth can harm the environment and if mismanaged, the environment can limit economic growth. Throughout the world and even here in Florida, decisions are being made, perhaps being delayed, that will define the future for generations to come.

My personal experiences with local and regional attempts to build a more sustainable environment and economy include Everglades Restoration, the *Eastwood Ho!* Initiative and the state's brown field program. As Assistant Director at the Broward County Department of Natural Resource Protection (DNRP), I am involved with the county's tree protection program, the wetlands program, the artificial reef, sea turtle conservation, and beach renourishment projects, the pollution prevention initiative, the electric vehicle initiative, and the New River Restoration program. I am intimately familiar in Broward Beautiful's solid waste and litter control programs and several state and national sustainability initiative. Below, is a synopsis of my knowledge and participation in these areas.

Everglades Restoration

Most of my participation in this process has been participation with the South Florida Ecosystem Working Group Task Force ranking of critical projects targeted for restoration. The Task Force comprises national, state, regional and local government, private, and nonprofit interests. Members include the U.S. EPA and the Army Corp. of Engineer's, the Florida Department of Environmental Protection, the South Florida Water Management District, the Governor's Office, Broward, Dade, and Palm Beach County Governments, private landowners, and several environmental organizations. I develop position papers for the County Commission, present Broward County projects to the task force, and coordinate tours of Broward County critical projects when appropriate. I am currently working with the Broward County Office of Public and External Affairs, attempting to halt proposed state legislation that is currently on the Governor's desk. The two bills at issue will increase the cost of the state's share for Everglades Restoration due to procedures related to eminent domain and property taking. This latest effort has given me additional opportunities to deal with Florida's U.S. Congressional offices – the primary funding source for Everglades Restoration.

Eastward Ho!

Eastward Ho! Was born out of the Governor's Commission for a Sustainable South Florida and is coordinated by the South Florida Regional Planning Council. It is an initiative to encourage urban infill and redevelopment east of I-95 in hopes of further protecting the Everglades, the

natural environment in general, and promoting compact and efficient development in the urban core of Dade, Broward, and Palm Beach counties. My participation includes: 1) production of half hour television program to market the idea in Dade and Broward Counties, 2) participation in developing legislation to maximize redevelopment opportunities in the urban core and 3) developing state-funded appropriation proposals to supplement *Eastward Ho!* Initiatives. State Representative Josephus Eggleston has relied heavily on me to provide him with pertinent environmental information and needs assessments for initiatives related to *Eastward Ho!* Including brownfields dredge and fill projects, water quality monitoring, solid waste removal, extraction of contaminated soils and sediments, flow modeling, shoreline stabilization and renegotiation.

Brown fields

Although the definition of what constitutes a brown field is not clear, most environmental regulators agree they are abandoned properties in urban centers; are either contaminated or perceived to be contaminated; and avoided for the purpose of redevelopment. In Broward County alone, there are a hundred or so sites that meet these criteria, most of them lying in the urban or *Eastward Ho!* corridor. My involvement with brown fields is primarily related to helping develop legislation and funding for redevelopment projects. I also have worked to include environmental justice and equity component sheets and informational packets, lobbied for and received \$200,000 in state appropriations to develop a brown field pilot in Broward, targeting the poorest neighborhoods in the county.

Department of Natural Resource Protection Initiatives

Tree Protection Program – The Broward County Department of Natural Resource Protection's (DNRP) tree protection program is designed to supplement the county's tree canopy. My participation has been to: 1) initiate development of a Right Tree/Right Place program, 2) maximize public benefit and resources by combining Tree Trust Funds with Broward Beautiful's Community Grants Program, and 3) assist in the rewrite of the county's Tree Protection and Abuse Ordinance.

Wetlands Program – The DNRP has delegated authority from the Florida Department of Environmental Protection to protect and mitigate loss of the county's remaining wetlands. I have: 1) overseen development of the Department's informational wetland brochure 2) developed a hands-on program to show school-age children how wetlands function and 3) provided comment on legislation affecting wetlands, especially as it relates to melaleuca control and eradication.

Artificial Reef Program – The DNRP operates an aggressive artificial reef program. Since 1982, we have created more than 75 artificial reefs offshore of Broward County to create new stable substrates. To promote this program and our partnership with Nova Southeastern University, I produced and hosted a half-hour television show to discuss fish recruitment, types and materials used to create artificial reefs, dive opportunities, and environmental benefits. I have also overseen development of a booklet, a brochure, and a laminated dive guide to educate divers and the community about this beneficial program and was the speaker at the state's dedication of Broward County's first underwater archaeological preserve, the Copenhagen.

Sea Turtle Conservation Program – Sea turtles have existed since their giant land turtle ancestors returned to the sea some time during the age of dinosaurs. The DNRP administers the state’s sea turtle conservation program for Broward County. I have produced and hosted a half-hour video on sea turtles and overseen the publication of two informational sea turtle brochures.

Beach Renourishment Projects – Beaches are Florida’s number one tourist attraction. Annually, 22.6 million out-of-state tourists visit Florida beaches and indirectly contribute more than \$15 billion to the state’s gross state product. Not only are beaches the economic engines for coastal communities, they are the first line of protection against storm waves and provide flood protection and habitat. The activities related to beach restoration where I have been involved include helping secure a primary funding source for restoration from the state and federal governments, developing publicity for the need for permanent funding through videos, information packages, and articles written for homeowner associations and local Chambers of Commerce.

Pollution Prevention (PS) Initiatives – Five years ago, the DNRP engaged in a campaign to prevent pollution at its source. The program components include developing Best Management Practices (BPM) for certain high-risk business, developing a Green Business Award for ‘good actors,’ and creating a waste reduction program for Broward County government facilities. My staff, the Non-Regulatory Support Staff (NRSU) is responsible for development and implementation of the County’s pollution prevention initiative. Through our Marina BPM initiatives, we have seen significantly decreased levels of heavy metals in the waters adjacent to these businesses. Additionally, last year, the EPA recognized metal finishers who were successfully implementing pollution prevention at their facilities. The only winners of the award in Florida were those participating in my staff’s BPM/P2 program.

Electric Vehicle Initiative – Broward County had the largest government fleet of alternative fuel vehicles in the state. We have launched an aggressive campaign called EV Ready, to publicize the use and benefits of electric vehicles. My involvement in the program is to oversee and supervise the department’s outreach and education initiatives.

New River Restoration – Since 1991, the DNRP has worked tirelessly to clean, enhance and protect the New River. This once crystalline waterway has deteriorated under the strains of immense growth. Debris, sedimentation, storm weather runoff, and other pollutants have adversely affected water quality. Inappropriate land uses near the water have also contributed to the decline of the river and its tributaries. My involvement with the New River Restoration Plan is focused on the North Fork and consists of community education, helping secure state funding for restoration and enhancement, environmental justice and equity programming, volunteer-staffed litter and debris removal, development of collateral outreach materials including brochures, pamphlets, talk sheets for legislators, and video production.

Broward Beautiful – As Executive Director of Broward Beautiful, a 14-member advisory board to the County Commission, I am responsible for development and implementation of several sustainability programs. These include development, with community participation, of a model beautification plan for Broward County, an adopt-a-spot program, participation in the County’s

annual Buy Recycles Expo, a landscape awards program, an a Community Grant Program to help not-for-profits enhance public lands.

Miscellaneous Programs – The following represents a list of community education programs I have administered to promote sustainability and share information about assessing today’s needs with tomorrows:

1. Growing Together – annually provide all the materials necessary to help five thousand 5th-grade students plant trees on school property.
2. DNRP Update – quarterly publication to the regulated community to explain ordinance updates, new programs, and provide general information of interest.
3. EarthKeepers – a community policing program similar to CrimeStoppers, using community volunteers to report environmental crimes.
4. New River/Intracoastal Activity Book – targets elementary students and explains the history, economic and environmental benefits, and contamination issues of these waterbodies.
5. Made-for-cable television shows, entitled *Environmental Dimensions* – worked with WLRN annually to produce twelve, half-hour videos related to topical environmental issues for Broward and Dade County cable television stations.
6. Coordinate, manage, and develop the annual FLERA (Florida Local Environmental Resource Agencies) conference.
7. Coordinate neighbor storm drain stenciling programs to advise residents not to use storm drains as disposals for hazardous materials and debris.
8. Advise Broward Urban River Trails (BURT) blueway/greenway program on environmental concerns.
9. Coordinate the County’s participation in annual cleanup events including Waterway Cleanup, Reef Sweep, and the Great Florida Cleanup.

V

Documentation

May 18, 1998

To Whom It May Concern:

Ms. Jane Doe has asked that I write a letter of recommendation based on our professional association. Ms. Doe has been a technical environmental resource for my environmental studies classes at Nova Southeastern University for more than four years. She has considerable knowledge of ecosystems and natural resource management, land use issues. Florida endangered species, urban sprawl impacts and sustainability, coastal and marine resources, wetlands, uplands, hazardous material handling, and pollution prevention.

Ms. Doe has tirelessly provided information and direction for my student's projects related to non-point source pollution, sea turtle protection, Everglades' restoration, habitat destruction, noise pollution, landfills, 'critter control,' and others. She has been most helpful in my efforts to teach students about the intricacies between environmental protection and regulation, public policy and private sector interests and has, on occasion, lectured in my class.

In light of Ms. Doe's extensive environmental knowledge base, she has filled the requirements of Biology 1040 Environmental Studies. Should you have any questions or concerns related to this letter, please do not hesitate to contact me.

Sincerely,

May 22, 1998

To Whom It May Concern:

I am writing to you today on behalf of Jane Doe, Assistant Director for the Broward County Department of Natural Resource Protection. Ms. Doe has been employed by the agency for nearly nine years. During that time, she has been actively involved in many environmental projects ranging from community-based volunteer cleanups, to environmental justice and equity projects, to developing appropriations requests for the state legislature.

Ms. Doe oversees the department's environmental education and public outreach program that teaches different audiences about local, regional, and global environmental concerns we are facing. Our outreach and educational programs are varied and cover topics such as sustainability, disturbances to ecosystems, impacts of pollution, and the role of the individual in effecting change. Ms. Doe is also the department's legislative liaison and responsible for educating Broward County's legislative delegation and others about bills and rules affecting both Broward and the state's natural resources. Most recently, Ms. Doe had been working with me, the County Administrator, and the County Commission to develop Broward's environmental agenda as we head into the new millennium.

Ms. Doe has a wide and varied knowledge base related to environmental issues. She understands the interrelationships and stresses that biological, socioeconomic, and political issues have on natural resource. Her job functions have given her an appreciation of wise management and protection of the global environment for achieving sustainable economic development.

Upon review of the class syllabus for BIOL 1040 – Environmental Studies, I believe Ms. Doe's training and current job activities, not only meet, but also exceed the learning experiences contained in the curriculum.

Should you have any questions regarding this letter or Ms. Doe's duties with the DNRP, please do not hesitate to contact me at (123) 456-7890.

Sincerely,

ASSISTANT TO THE DEPARTMENT DIRECTOR

NATURE OF WORK

This is responsible professional and administrative work assisting in the operations of a county department. Worked involved assisting the department director in a wide range of administrative assignments. Position incumbent assists the department director to ensure operational and administrative continuity and coordination among the divisions within the department. Assignments are received from the department director in the form of broad instructions or general program objectives. Work is performed with considerable independent judgment based on experience in developing courses of action and recommendations. Work is reviewed by the department director through conferences, reports, and observation of results obtained.

ILLUSTRATIVE TASKS

Assists the department director in developing and implementing departmental policies, procedures and programs; makes policy recommendations; develop program goals and objectives.

Assists in the coordination of departmental budgets, and other finance related activities; makes budgetary recommendations and assists in the preparation of the departmental budget.

Plans, directs, and supervises the activities of professional and administrative staff.

Represents and assists the department director at community meetings and various activities.

Conducts studies and research to determine needs, and supports department objectives.

Coordinates programs and projects for improvement and enhancement of services and staff.

Reviews existing organizational and administrative changes.

Attends conferences and public and professional meetings; confers with local, state, and federal officials, contractors, vendors, civic leaders, and the general public regarding departmental operations; address public groups.

Perform related work as required.

KNOWLEDGE ABILITIES AND SKILLS

Considerable knowledge of public administration with particular reference to county or municipal administration and management.

Considerable knowledge of county laws, ordinances, and regulations.

Considerable knowledge of the principles and practices of accounting, auditing, budget, and management.

Considerable knowledge of research techniques, sources, and availability of information.

Ability to implement administrative procedures and to evaluate their effectiveness.

Ability to exercise judgment and discretion in establishing, applying, and interpreting departmental policies and procedures.

Ability to plan, direct and supervise departmental operations, activities, and a staff.

Ability to analyze a variety of administrative, operational, and fiscal problems and to make sound recommendations for solutions.

Ability to carry out complex oral and written instructions.

Ability to express ideas effectively, both orally and in writing.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, race, religion, age, sex, disability, or political affiliation.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from an accredited four year college or university with major course work in public or business administration or related field; considerable progressively responsible experience in government management work, including supervisory in the experience aspects of the work; or any equivalent combination of training and experience.

ENVIRONMENTAL PROJECT COORDINATOR

NATURE OF WORK

This is advanced professional administrative work coordinating and supervising environmental programs or projects.

Work involved assisting senior level management with program and policy development. Work requires the responsibility for the execution, development and implementation of environmental programs, projects and studies. Employees in this class may provide supervision, training and initiative under the direction of an administrative superior. Work is reviewed through conferences, reports and program achievements.

ILLUSTRATIVE TASKS

Serves as a principle professional and technical resource for activities and operations involving environmental projects or programs.

Coordinates the review of development proposals pertaining to environmental programs or projects, and prepares status reports.

Supervises the implementation and execution of environmental programs.

Provides environmental information and resource management assistance to other agencies, interest groups, developers, and to the public.

Assists in the research and preparation of annual work programs and budgets.

Consults, coordinates and advises other departments, units and sections.

Coordinates and makes presentations at public meetings.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of environmental planning principles and practices.

Considerable knowledge of sources of information, current literature, and recent developments regarding environmental planning issues.

ENVIRONMENTAL PROJECT COORDINATOR

Knowledge of research methods and techniques.

Ability to initiate and develop programs and policies.

Ability to analyze policy and technical issues and to exercise sound judgment in decision-making.

Ability to effectively manage and supervise assigned staff.

Ability to communicate effectively both orally and in writing.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, race, religion, age, sex, disability, or political affiliation.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from an accredited four-year college or university with major course work in environmental planning, environmental science or related field; considerable experience in environmental/natural resource programs, including experience in the supervisory aspects of the work; or any equivalent combination of training and experience.

GENERAL INFORMATION

Bargaining Unit:	Unrepresented
FLSA Status:	Exempt
Code of Ethics	
Certification:	No
Work Locations:	Natural Resource Protection, Parks & Recreation
Class Spec. Estab/ Revised:	E5/94

PUBLIC EDUCATION COORDINATOR

NATURE OF WORK

This is professional, consultative and promotional work involving the development and implementation of countywide public educational programs.

Work involves responsibility for the development and coordination of comprehensive educational programs and activities. Work requires the preparation of media education campaigns and the delivery of public information and educational programs. Position incumbent, conducts on-going training for employees and the general public. Work is reviewed by an administrative superior through conferences, written reports and evaluation of program achievements.

ILLUSTRATIVE TASKS

Develops and implements public information and educational programs.

Develops mass media campaigns for the dissemination of information.

Develops comprehensive training programs and course outlines to ensure dissemination of accurate information.

Plans and conducts educational conferences and workshops with public and private groups.

Provides training to professional and non-professional employees.

Serves as liaison between governmental officials to ensure coordination of educational programs.

Maintains training records, instructional and educational materials.

Prepares comprehensive and statistical training reports.

Evaluates effectiveness of training courses and programs.

Attends meetings and community functions and assists in various planning initiatives.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and methods of planning public education projects and program administration.

Considerable knowledge of the principles and practices of public communication and education.

PUBLIC EDUCATION COORDINATOR

Knowledge of research techniques and sources of available published information useful in the development of training programs.

Knowledge of English usage and the requirements of press and media broadcast.

Ability to present classroom instruction and discussion sessions.

Ability to develop, analyze and evaluate training courses and educational programs.

Ability to plan, implement and coordinate educational and promotional programs.

Ability to work independently with minimal supervision.

Ability to express ideas effectively, both orally and written.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

Skill in the use of photographic and video equipment.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from an accredited four-year college or university with major course work in education or field related to assignment; considerable experience in the development and provision of public education programs, including experience as an instructor, or any equivalent combination of training experience.

GENERAL INFORMATION

Bargaining Unit:	Unrepresented
FLSA Status:	Exempt
Code of Ethics	
Certification:	No
Work Location:	DNRP, Public Works, Human Services
Class Spec. Estab. /	
Revised:	E5/94 R10/94