

# Whatcom Conservation District

## JOB ANNOUNCEMENT

### Resource Specialist

*(Lake Whatcom Homeowner Incentive Program Project Coordinator)*

<b>SALARY RANGE and BENEFITS:</b>	\$42,840 to \$57,481 per year Eleven paid holidays, personal & family medical benefits, annual & sick leave.	<b>HOURS:</b>	Averages 40 hours per week, Flexible Schedule
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**BACKGROUND:** The Whatcom Conservation District (WCD) was established in 1946 to assist private land users in Whatcom County with conservation of natural resources. WCD is a legal subdivision of the Washington State government organized under Conservation District Law, RCW Chapter 89.08. To leverage its resources and advance special initiatives of considerable community importance, we partner with other federal, state or local agencies. WCD is an Equal Opportunity Employer. The District and its professionals have been recognized at all levels for their accomplishments.

**DESCRIPTION:** WCD is partnering with Whatcom County and the City of Bellingham to offer the Lake Whatcom Homeowner Incentive Program (HIP). We need an experienced and enthusiastic professional whose primary responsibility will be to effectively assist Lake Whatcom watershed homeowners through the HIP process to install water quality landscape improvements on their property that reduce phosphorus and bacteria levels in runoff entering the lake. The successful candidate will work collaboratively with these jurisdictions to implement this incentive program focused on homeowners in the Lake Whatcom watershed. General duties include, but are not limited to:

- Communicating program benefits, requirements, and limitations to homeowners and HIP certified professionals.
- Working directly with interested homeowners to develop HIP-approved stormwater runoff reduction & treatment options feasibility studies for their properties.
- Coordinating with jurisdiction representatives, homeowners, and private contractors to oversee the design and implementation of best management practices designed to reduce phosphorus runoff into Lake Whatcom.
- Tracking and managing all administrative requirements related to permitting, inspections, and reimbursements, as well as analyzing program data and reporting on program results.

The ideal candidate has exceptional communication, organizational, and people skills to interact with program participants (homeowners, designers, contractors, agencies) and ensure they enjoy a positive customer experience. S/he will also possess a technical understanding of small scale stormwater treatment controls and techniques to be able to customize the standardized designs to site-specific conditions and to ensure they are installed appropriately. They may also be assigned tasks consistent with their expertise and skills to advance other WCD programs.

**RESPONSIBILITIES:** The following statements describe the general nature and level of work performed by the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position.

- Quickly becoming proficient and knowledgeable of all the salient elements of HIP, so as to serve as a valuable and effective resource to program participants.
- Educating homeowners about water quality challenges in Lake Whatcom and best management practices (BMP) available to improve the water quality.
- Providing homeowners with HIP-approved conceptual alternatives to reduce runoff from their properties.
- Coordinating with homeowners to develop HIP project feasibility studies for use by homeowners and designers in developing the most effective BMP(s) to reduce runoff.
- Coordinating with homeowners, designers, contractors and jurisdiction representatives to facilitate administrative requirements of the program.
- Coordinating with homeowners, designers, contractors and jurisdiction representatives to facilitate permitting of approved BMP(s).
- Coordinating with homeowners, designers, contractors and jurisdiction representatives to facilitate project implementation, inspection and homeowner reimbursement.
- Assist with outreach efforts including development of outreach materials and messaging.
- Participate in meetings and make presentations regarding relevant program activities.
- Train designers and contractors on program requirements, processes and standardized BMPs.

**PROFESSIONAL SKILLS:** The following are preferred professional skills for success in this position:

- Strong interpersonal/human relation and communication skills.
- General understanding of stormwater treatment techniques and the ability to understand and interpret design standards, drawings and construction methods.
- Knowledge of a broad range of soil and water conservation principles, techniques, methods and practices to apply and install conservation systems which involve complex and diverse stormwater treatment principles.
- Knowledge of drainage and water conveyance principles.
- Knowledge of plants native to the Pacific Northwest, restoration techniques and native plant use in landscaping.
- Ability to critically review BMP construction plans and application materials for consistency with program guidelines and regulations.
- Ability to motivate individuals to adopt and implement resource management practices on their property. This may include speaking in front of public groups, organizations, or clubs.
- The ability to use GIS and other mapping tools for gathering land use information and making maps.
- Experience using a database for project management and reporting purposes.
- Understanding of erosion and sediment control techniques.
- Self-motivated and able to work independently.
- Quick learner, able to ask questions and communicate concepts to others.
- Possessing a positive, flexible and team-oriented approach to the job.
- Ability to accept criticism and deal calmly and effectively with high stress situations.
- Organized and able to effectively prioritize and work on multiple tasks at once.
- Detail oriented while also able to understand the bigger picture.
- Demonstrated creativity, ingenuity and problem solving skills.
- Capacity and willingness to learn new software and methods.

**MINIMUM QUALIFICATIONS:** The following are the minimum qualifications for this position:

- Bachelor's Degree in relevant field.
- Demonstrated application and knowledge of Stormwater management BMPs.
- Demonstrated ability to design and deliver outreach messaging and to work with a diverse group of participants and stakeholders.
- Computer proficiency in Microsoft programs.
- Experience with ArcGIS and on-line mapping tools.
- Ability to create accurate, visually appealing graphics/materials.
- Excellent written and oral communication skills.
- Ability to follow oral and written instructions.

**SPECIAL QUALIFICATIONS:** The applicant must be able to accommodate the following criteria:

- The applicant must possess a valid driver's license at time of hire and throughout employment.
- Pass a job-related driving record check that meets the District's standard.
- Pass a background investigation.

**WORKING CONDITIONS:** Duties include field and office work. The position will have an assigned desk, telephone, and computer at the WCD office. This is the primary work station for this position and is a smoke-free and drug-free environment. The position involves computer work which may include long periods sitting, typing and reading from a computer screen. Travel to offices of partnering jurisdictions and to properties in the Lake Whatcom watershed will be frequent. Availability for evening and weekend work and overtime hours may be required of this position as is occasional overnight travel to attend meetings, conferences or training.

**APPLICATION PROCEDURE:** Interested persons should submit electronically:

1. a cover letter describing work experience in relation to the desired/preferred qualifications, knowledge and skills,
2. a current resume,
3. the names, addresses and phone numbers of three references, and
4. an Employment Application (found at [www.whatcomcd.org](http://www.whatcomcd.org)) to

To: Aneka Sweeney, Education and Outreach Coordinator  
[asweeney@whatcomcd.org](mailto:asweeney@whatcomcd.org)  
 Whatcom Conservation District  
 6975 Hannegan Road, Lynden, WA 98264

**Though this position is open until filled, the first pull of applications will be on Tuesday February 5th, 2019.**