

## **Chelan County Natural Resource Department Job Description**

### **Title: Natural Resource Specialist**

This position works closely with other positions in the Natural Resource Department to assist the Director in performing technical fieldwork, project support and committee management to support the activities of the Natural Resource Department. The position requires a person with a strong technical background and the ability to work effectively with a diverse set of stakeholders in a coordinated and timely manner. The incumbent should also be:

- Comfortable working outdoors in sometimes adverse conditions
- Self-motivated and able to work with limited supervision;
- Able to set priorities and perform a variety of tasks effectively often under tight timeline and budget constraints;
- Support and coordinate with other team members in a small office environment;
- Experienced in public speaking and in presenting technical materials effectively to the general public;
- Willing to travel at least 10% of the time (in-state with some overnight stay).

### **ESSENTIAL DUTIES**

#### **Project Management**

- Prepare and provide guidance to others in the preparation of grant applications.
- Develop new funding sources
- Work with landowners and project sponsors to secure their support and participation in priority projects.
- Assist in the development of sponsor partnerships to undertake and fund major projects.
- Monitor project implementation status and expenditures for compliance with project and grant agreements
- Assist project sponsors in implementing approved projects including arranging technical and administrative training and assistance as needed.
- Coordinate project effectiveness, monitoring and evaluation.

#### **Habitat Project Management**

- Develop, design, and implement habitat restoration and protection projects in consultation with watershed planning units, landowners, tribes, agencies, consultants, and others
- Develop new funding sources for habitat projects.
- Work with landowners and project sponsors to secure their support and participation in priority habitat projects.
- Assist in the development of sponsor partnerships to undertake and fund major projects.
- Monitor project implementation status and expenditures for compliance with the approved project agreements or grants in consultation with SRFB or other granting agency staff.
- Assist project sponsors in implementing approved projects including providing and arranging technical and administrative training and assistance as needed.
- Coordinate habitat project effectiveness and habitat trend monitoring and evaluation through

close coordination with the Regional Technical Team.

### **Project Technical Support**

- Provide technical and field assistance to landowners, project sponsors, and contractors for habitat restoration and protection projects
- Prepare grant applications.
- Work with landowners and project sponsors to secure their support and participation in priority habitat projects.
- Monitor and evaluate project implementation and effectiveness
- Assist project sponsors in implementing approved projects including providing and arranging technical and administrative training and assistance as needed.

### **Administrative and Technical Support**

- Provide technical and field support for all Natural Resource Department activities as assigned
- Coordinate the development of grant application materials and supporting documents.
- Assemble and organize project information for the Chelan County Habitat Project Tracking System
- Draft correspondence, reports and other materials for the Director.

### **DESIRED KNOWLEDGE AND ABILITIES**

- Knowledge of the theory, principles, and practices associated with stream hydrology, stream gauging techniques, and natural sciences in general
- Knowledge of Microsoft Office and ESRI ArcView software.
- Knowledge of natural resource, land use, fish and/or watershed management and planning; environmental laws; project management principles and techniques; general planning principles and techniques; technical writing and editing; federal, state, tribal and local natural resource agencies and Departments; social and economic factors affecting state and local environmental and natural resources Departments; operational plan and budget preparation; and preparation and administration of service/consulting contracts.
- Ability to establish and maintain effective working relationships with federal, state, and local agencies, tribes, nongovernmental organizations and the public; develop and administer project work plans, prepare complex resource management plans; to supervise and coordinate the work of others; lead and facilitate group work processes; think conceptually, observe and interpret trends; analyze data, identify key relationships and draw logical conclusions; make sound decisions; communicate effectively both orally and in writing.
- Ability to prepare proposal and grant application process.
- Ability to perform multiple tasks effectively often under tight timeline and budget constraints.
- Ability to respect and contribute to a teamwork environment.
- Ability to communicate effectively both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in biology, natural resources management, fisheries management, forestry, environmental science or related fields; science degree preferred; and
- Three years of professional experience in related fields; or

- A combination of education and experience that indicates the applicant can satisfactorily perform the requirements of the position
- Must have a valid WA state driver's license.

**Working Conditions:**

Work is performed approximately 60% in an office environment, 20% attending meetings, and 20% performing site visits. Must be able to traverse all types of terrain and work in varying weather conditions. Attendance at evening meetings will be required.