

**Chelan County Natural Resource Department
Job Description**

Title: Senior Natural Resource Specialist

Job Summary: The Senior Natural Resource Specialist performs difficult to complex professional level natural resource activities involving multiple or complex projects in water resources, construction management, planning, forestry, recreation or related areas; attends or facilitates meetings related to projects; and provides direction, training, guidance and feedback to technical and professional staff.

Distinguishing Characteristics: The Senior Natural Specialist class is the third level in a three-level professional natural resource specialist series. The Senior Natural Resource Specialist is distinguished from the Natural Resource Specialist class by responsibility for monitoring the work of other Natural Resource Specialists, consultants and contractors and by assignment to projects with a larger scope and financial accountability.

The Senior Natural Resource Specialist performs professional-level project management, technical analysis, and advanced facilitation and dispute resolution to implement projects and programs of the Natural Resource Department. The position requires an experienced professional with a proven ability to work effectively with a diverse set of stakeholders in a coordinated and timely manner across a broad range of natural resource projects with a high level of financial accountability. The incumbent should be:

- Self-motivated and able to work with limited supervision
- Familiar with a broad range of natural resource policies and regulations
- Able to convene and facilitate stakeholders for successful project and program development
- Able to set priorities and perform a variety of tasks effectively often under tight timeline and budget constraints
- Able to support and coordinate with other team members in a small office environment
- Experienced in public speaking and in presenting materials effectively to the general public
- Comfortable working outdoors in sometimes adverse conditions

ESSENTIAL DUTIES

- Prioritizes, assigns, reviews and directs natural resource projects or programs; provides direction, training, guidance and feedback to technical and professional staff, consultants, contractors and engineers
- Prepares, coordinates and monitors preparation of project designs, plans, drawings, specifications, estimates, spreadsheets and graphic materials; collects, gathers and interprets data for projects with a broad scope and high level of financial responsibility
- Prepares complex plans such as water resource, forest health and landscape recreation plans
- Manages projects and related activities such as recommending or approving materials, schedules, pay estimates and contract awards; negotiates change orders and provides quality control
- Coordinates work and provides direction, training, guidance and feedback to technical and professional-level staff, consultants, contractors and engineers. Ensures plan, drawing, specification and project compliance. Coordinates projects with other departments, regulating agencies and landowners. Responds to questions and concerns of the general public and property owners.
- Conducts natural resource investigations and studies and prepares technical reports.

- Prepares funding applications for state, federal and other grants and contracts
- Reviews, drafts and processes natural resource documents, resolutions and ordinances; conducts engineering investigations and studies.
- Attends or facilitates meetings related to natural resource projects
- Establish, manage, facilitate and perform dispute resolution for collaborative multi-stakeholder natural resource forums and committees
- Develop and implement technical studies for the collection and analysis of natural resource data, including water quality, temperature, forest health, and water resources
- Develop and implement technical monitoring programs for adaptive management of natural resource projects
- Performs other duties as required.

Knowledge of the following:

- Natural resource project planning and development
- Federal, state and local laws and policies
- Project management principles and techniques
- Technical writing and editing
- Operational plan and budget preparation
- Preparation and administration of service/consulting contracts.
- Customer service techniques
- Microsoft Office and ESRI ArcView software.

Skills in the following:

- Monitoring and reviewing the work of contractors and technical consultants
- Prioritizing, monitoring and supervising projects
- Coordinating complex engineering and construction projects
- Providing technical advice to professional level staff
- Writing contract specifications
- Reading and interpreting maps, blueprints, schematics, plans and specifications
- Designing construction projects
- Drafting designs and plans
- Making complex mathematical calculations
- Tracking and monitoring records for projects
- Preparing pay estimates
- Advanced facilitation skills
- Preparation of proposals and competitive grant applications
- Using computers and related software applications
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public
- Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in environmental planning, engineering, fisheries biology, natural resource management, environmental science or related field
- Five years of professional experience in related fields
- Must have a valid WA state driver's license.

Working Conditions:

Work is performed approximately 80% in an office environment and 20% in the field. Must be able to traverse all types of terrain and work in varying weather conditions. Attendance at evening meetings and overnight travel is required.