

**State of Washington
Dept. of Fish and Wildlife
invites applications for the position of:
PROGRAM SPECIALIST 5 *01744W**


careers.wa.gov
Working for Washington State

SALARY: \$4,088.00 - \$5,369.00 Monthly


OPENING DATE: 02/22/13

CLOSING DATE: 03/11/13 11:59 PM

DESCRIPTION:



Washington
Department of
**FISH and
WILDLIFE**



Our Mission

To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

Vision

Conservation of Washington's fish and wildlife resources and ecosystems.

Additional Salary Information

The salary range reflects a 3% salary reduction for state employees over the 2011-13 biennium, which was passed by the Legislature effective July 1, 2011 through June 29, 2013.

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources.

Under the direction of the Real Estate Services Section Manager this position is the lead point and expert in administering water rights on Wildlife Areas and Hatcheries for the Department of Fish & Wildlife (DFW) with statewide impact. The successful candidate selected will manage program activities and advise public entities and higher level administrative staff on aspects of the program and make decisions of major significance that may affect the organization as a whole. The selected candidate will manage the water rights program activities affecting an essential service within the organization with statewide impact.

The Department of Fish and Wildlife is recruiting to fill one full time, Program Specialist 5 position located in the Wildlife Program. The duty station for this position is located at 600 Capital Way North, Olympia, WA.

DUTIES:

This position is responsible for coordinating the management of WDFW water rights to secure them from loss due to non-use, manage the transfer of water rights and points of diversion, assure compliance in the use of water rights, and secure new water rights as required to support the agency's lands & hatcheries. This position works with wildlife area and hatchery managers and a wide variety of agency staff, the Washington State Department of Ecology, non-profit water trusts, non-profit fish & wildlife organizations and the public.

The primary roles of this position, include:

- Provide water right research and support for property management actions, oversees the organization's efforts to be uniform and consistent with like programs of other states, federal agencies, and provinces. These duties include assisting wildlife area and hatchery staff with technical water rights issues; drafting necessary forms for extensions to permits, changes to current certificates (such as point of diversion or putting into temporary trust) or temporary water rights. Reviews requests from local agencies, gathers statistical data, conducts studies needed to determine community needs related to the direction of the statewide program; advises external entities on planning, acquisition, legal requirements, financing, and operation of facilities. Assist in Wildlife Area Management Plans. Monitor status of agency water rights to ensure managers are aware of upcoming decision points. With Wildlife Area Managers, identify and prioritize needs for water-related infrastructure and help obtain capital or grant funding. Provide water right research and support to Real Estate Services acquisition staff in support of land transactions. Provide copies of water right records found to Real Estate Services and to applicable agency staff.
- Manage water rights records list (currently an Excel spreadsheet). Incorporate new water right records into the spreadsheet as they are identified. Remove those that are found not to belong to WDFW. Provide specific attribute information into a new database that will enhance Lands Information System. Assemble all water rights data for the agency in one location.
- Coordinate development of an agency water rights policy and evaluates water policy on WDFW lands statewide. Work with agency staff to develop strategic planning opportunities that leverage water rights assets and resource values toward agency goals or resource needs – e.g., assessment of the transfer/ sales of water rights to support fish habitat (i.e., salmon recovery), wildlife habitat, working landscapes, and hatchery needs.
- Provides technical assistance and consultative service to clients in development of program activities. Work directly with the Department of Ecology to trust any water rights that are anticipated not to be used. Prepares comprehensive plans, summaries, recommendations, and progress or special reports and submit applications for trust on behalf of the agency. Work with non-profit water trusts to investigate possibilities for trusting water rights on lands where instream flows and salmon would benefit.
- Assist Capital Asset and Management Program, Hatcheries, and other agency divisions with water rights information as needed, especially prior to their submitting water rights applications and assist with budgeting through appropriate master index codes. Ensure that cross program values are incorporated.
- Prepares budget requests, provides advice and information related to financial status and problem areas to higher-level administrative staff; prepares funding proposals for submission to external state and federal funding entities. Report on activities on monthly and annual basis. Attend training as needed.

QUALIFICATIONS:

Required Qualifications

A Bachelor's degree involving major study in NATURAL RESOURCE MANAGEMENT, environmental, physical, or one of the natural sciences, environmental planning, or other allied field; and five years of professional-level experience in environmental analysis or control, or environmental planning which includes AT LEAST one year OF WATER RIGHTS EXPERIENCE.

A valid Washington or other State Driver's License

Competencies

- Interpret and apply agency policy
- Develop long range work plans
- Strong computer skills, at a minimum, working knowledge of Excel spreadsheets
- Excellent organization skills, ability to prioritize work load, & work independently
- Willing and able to travel to wildlife areas and hatcheries (statewide)
- ArcGIS knowledge
- Practical knowledge of water use (e g, water measuring devices and irrigation infrastructure)
- Working knowledge of Washington State water law(s) and water rights practices
- Familiar with and understand Department of Ecology's regulation & management of water rights
- Ability and willing to read & interpret maps, surveys & legal descriptions
- Ability to communicate effectively orally and in written documents

Preferred Qualifications

Additional qualifying experience will substitute, year for year, for education.

A Master's degree in one of the above fields and three years of professional - level experience as required above

SUPPLEMENTAL INFORMATION:

Working Conditions

Time is split between office work and field work. The working environment is a busy office setting. Varying degrees of activity occur in the common areas during working hours; most tasks will involve sitting at a desk and working on a computer. This position normally works 8:00 am-5:00 pm, Monday-Friday, but may be required to occasionally work in excess of 40 hours per week to meet deadlines during peak periods. Additionally, due to travel some work time may be outside of normal business hours. Field work may require traversing through difficult, uneven and slippery terrain in inclement weather.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

To apply for this position you **MUST** complete your profile at www.careers.wa.gov and attach the following to your profile before completing the online application:

- Cover letter describing how you meet the qualifications of this position
- Current resume
- Three professional references (personal references do not count as professional)

Please note: Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your online profile at www.careers.wa.gov. Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the online process and avoid calling for information.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

PROGRAM SPECIALIST 5 *01744W Supplemental Questionnaire

- * 1. What best describes your level of education?
 - ☐ High School or GED
 - ☐ Associates degree
 - ☐ Bachelor's degree
 - ☐ Master's degree
 - ☐ None of the above
- * 2. Are you willing and able to work in all weather conditions, including snow and extreme heat, and/or over difficult terrain including slippery rocks, steep banks and mud?
 - ☐ Yes ☐ No
- * 3. Are you willing and able to work non-scheduled hours, including evenings?
 - ☐ Yes ☐ No
- * 4. Are you willing and able to travel up to 25% of the month to research and investigate water rights issues in the field, away from Olympia Headquarters?
 - ☐ Yes ☐ No
- * 5. Briefly describe your experience developing or implementing policy related to land.
- * 6. Describe your experience managing water rights, including federal, state and local contracts.
- * 7. Have you ever been convicted of a misdemeanor or felony within the last ten (10) years? (Answering yes will not automatically bar you from employment)
 - ☐ Yes ☐ No
- 8. Do you have a valid Washington State, or other state, driver's license? (If selected for an interview, you may be asked to furnish your license and driving record.)
 - ☐ Yes ☐ No
- * 9. Please verify that you have included the following information in your online application: 1) A chronological resume that includes education and employment history. 2) A detailed cover letter describing how you meet the qualifications for this position. 3) Three professional references. 4) Have provided detailed answers to questions to #5 & #6?
 - ☐ Yes ☐ No

* Required Question

