

State of Washington
Dept. of Fish and Wildlife
invites applications for the position of:

careers.wa.gov
Working for Washington State

ENVIRONMENTAL SPECIALIST 2 * 12120H

SALARY: \$2,855.00 - \$3,726.00 Monthly

OPENING DATE: 11/20/13

CLOSING DATE: 12/03/13 11:59 PM

DESCRIPTION:



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.

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. Find out more about us and the important work we are a part of at www.wdfw.wa.gov.

Environmental Specialist 2 (Project)

The Department of Fish and Wildlife is recruiting to fill one full time, project, Environmental Specialist 2 position located in the Habitat Program, Ecosystems Services Division. The duty station for this position is the Natural Resources Building, Olympia, Thurston County. This project position is currently funded through July 31, 2016, with a possible extension up to June 30, 2017.

This position works as a Grant Program Specialist in the Puget Sound Marine and Nearshore Grant Program. The Grant Program implements the agency's cooperative agreement with the Environmental Protection Agency to serve as the Lead Organization for Puget Sound marine and nearshore protection and restoration. The Grant Program funds actions that contribute to Puget Sound recovery by protecting and restoring marine and nearshore habitat.

This position reports to the Environmental Planner in the Ecosystem Services Division. The purpose of the Grant Program Specialist position is to complete day-to-day program administration. Successfully managing the Grant Program is a central component of the agency's contribution to Puget Sound recovery and the Action Agenda for Puget Sound. The Grant Program is managed jointly by WDFW and Washington Department of Natural Resources.

DUTIES:

Provide administrative and environmental technical support to the Grant Program and grant applicants and other interested parties.

Tasks include:

- Provide technical and administrative support to the Grant Program and applicants. Manage the program's resources, including web pages, data-sharing sites, files, mailing lists, and grant program guidance. Answer inquiries about the program. Assist grant recipients in fulfilling requirements (reporting, billing, submitting deliverables) using knowledge of WDFW and grant program standards.

Develop and review Grant Program materials.

Tasks include:

- Create drafts or review grant program materials. Provide initial review of grant program solicitations, applications, project plans, grant deliverables and billings for completeness and accuracy and recommend improvements to Grant Program Manager. Draft or review materials such as meeting agendas, notes, and summaries, program guidance, solicitations, scopes of work, correspondence, and other documentation of program activities and results.

Manage and Report Data

Tasks include:

- Compile and review Grant Program data, enter into spreadsheets or prepare data for program policy discussions. Assist with development of management and presentation methods for program data. Organize and manage contract records, and create and maintain spreadsheets to track information about results of the grant program. Manage the EPA reporting systems such as the bi-annual reporting done by recipients (FEATS) and systems to record environmental data (STORET). Maintain accurate records on the Grant Program for funding partners and others.

Prepare for and Participate in Meetings and Workshops

Tasks include:

Assist in arranging, preparing for, and conducting meetings and workshops. Schedule and coordinate events, including meetings, trainings, workshops, and conference calls, as well as video conferencing. Provide information to assist presenters and attendees. Arrange for supporting details, such as laptops, projectors, materials or food service.

QUALIFICATIONS:

Bachelor's degree involving major study in environmental, physical, or one of the natural sciences, environmental planning or other allied field, and one year of professional level experience in environmental analysis or control, or environmental planning.

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

OR,

One year of experience as an Environmental Specialist 1

OR,

A Master's degree in one of the above fields.

Written Communication – Exceptional writing skills are a requirement. Writing (letters, memos and email) should be organized, clear and concise, use principles of "plain talk", and be effective, yet tactful. Writing should be professionally written with the understanding that they are public records and as such may be read by others than the intended recipient(s).

Valid Washington State Driver's License required.

Preferred/Desired Qualifications:

Professional experience or coursework involving Puget Sound environmental resource management or habitat, species, or ecosystem science.

Professional or academic experience preparing clear and concise written reports and communicating effectively through spoken word to groups.

Proficiency using Microsoft Products such as Word, Excel, Access, and PowerPoint.
Experience preparing communications or correspondence that meets professional standards.
Professional or academic experience working independently and applying judgment to complete a task or project
Experience writing or providing technical assistance regarding contracts.
Experience planning for or coordinating meetings, workshops, or other events.
Experience with grant and contract development and administration.

Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.

***College course work involving major study in biology, zoology, fisheries, chemistry, natural sciences, or closely allied field will substitute, year for year, for experience, provided course work includes at least six semester or nine quarter hours of natural science classes.**

SUPPLEMENTAL INFORMATION:

Working Conditions:

Work is performed almost exclusively indoors in an office environment. Exposure to hazards is limited to those commonly found in government office environments. Standard business hours are Monday – Friday from 8 a.m. to 5 p.m. The incumbent may be expected to adjust the work schedule to meet business needs and be able to occasionally work in excess of 40 hours per week. A flexible work schedule will be considered at the incumbent's request, subject to supervisory approval. Travel throughout Puget Sound is required, with very occasional evening meetings or overnight stays. Travel is typically to meet with grantees, attend presentations or meetings, or attend or provide training. Be able to provide proof of a current WA Driver's License OR have the ability to use alternative transportation. Duties require the use of standard office furniture and equipment (such as computer, printer, telephone, copy machine, etc.). Be able to stand or sit at a computer over the length of a workday.

The successful candidate must be willing and able to:

- Ability to use critical thinking in collecting, recording, compiling, and summarizing data.
- Ability to follow oral and written directions.
- Ability to complete required administrative paperwork in an accurate and timely manner.
- Ability to work independently and as a team member.
- Willingness and ability to perform routine and repetitive work.
- Willingness and ability to perform all duties and tasks in a punctual and dependable manner.
- Willingness to accept supervision.
- Occasional work hours outside of the regular 8:00 am – 5:00 pm, Monday – Friday work hours including evenings and weekends.
- Safely operate motor vehicles.

How to Apply:

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:

- A cover letter describing how you meet the qualification of this position (generic cover letters will not be accepted)
- A current resume (please make it succinct)
- Three professional references (personal references do not count as professional references)

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, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, 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 (360) 902-2207.

ENVIRONMENTAL SPECIALIST 2 *12120H Supplemental Questionnaire

- * 1. What best describes your level of education:
 - Associates degree
 - Bachelor's degree
 - Master's degree
 - Ph.D.
 - None of the above
- * 2. What is your major area of study? If multiple degrees, please list each degree and major.
- * 3. Please describe any experience you have working with grants or contracts.
- * 4. Please describe your professional experience with budgets, billings, or other financial transactions or systems.
- * 5. Please describe your professional experience with building complex spread sheets.
- * 6. Please describe your professional level of experience regarding natural resources. Include the amount of experience you have and where you obtained this experience.
- * 7. Please describe your experience coordinating multiple reviews and comments on complex project proposals including providing written responses to project proponents.
- * 8. Please describe your experience managing multiple, deadline-driven tasks.
- * 9. Have you ever been convicted of a misdemeanor or felony within the last ten (10) years? (Answering yes will not automatically disqualify you from competing for the position.)
 - Yes No
- * 10. 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
- * 11. Please verify that you have included the following information in your online application:

1) A chronological resume OR a completed online profile that includes education and employment history 2) A detailed cover letter describing how you meet the qualifications for this position. 3) Detailed responses to all supplemental questions. 4) Three professional references.

Yes No

* Required Question