

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

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Working for Washington State

ENVIRONMENTAL PLANNER 5 *00599H

SALARY: \$4,653.00 - \$6,105.00 Monthly

OPENING DATE: 01/17/14

CLOSING DATE: 01/28/14 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 Planner 5 (Permanent)

The Department of Fish and Wildlife is recruiting to fill one full time, permanent, Environmental Planner 5 position located in the Habitat Program, Restoration Division. The duty station for this position is the Natural Resources Building, Olympia, Thurston County.

Job Summary

This position serves as a senior environmental planner for the Estuary and Salmon Restoration Program. The Estuary and Salmon Restoration Program (ESRP) was established in the Washington Department of Fish and Wildlife (WDFW) by the Legislature in early 2006 as part of Governor Gregoire's Puget Sound Initiative. WDFW currently collaborates with Washington State Recreation and Conservation Office (RCO) to administer this multi-million dollar capital grant program to protect and restore the Puget Sound nearshore ecosystem.

The incumbent provides program administration and oversight for identifying, selecting, and implementing Estuary and Salmon Restoration projects and related programmatic efforts for the Washington Department of Fish and Wildlife. This position also provides support as needed on agency conservation efforts.

DUTIES:

Ensures coordination between the Estuary and Salmon Restoration Program and the Puget Sound Nearshore Ecosystem Restoration Project and Puget Sound Partnership.

- Develops strategies and recommendations for improving ESRP criteria, policies, procedures, and evaluation process. Utilizes feedback from the ESRP stakeholder network including Nearshore Partnership Project Management Team, Implementation Team, Steering Committee, and Puget Sound Partnership Leadership Council.
- Evaluates, and revises as necessary, project selection criteria for consistency with Nearshore Project guidance. Consults with ESRP technical networks and experts in the restoration community, resulting in selection criteria that most effectively predict project benefit and execute conservation strategies.
- Identifies opportunities to use ESRP projects to address information needs and data gaps identified by Puget Sound Nearshore Ecosystem Restoration Project (PSNERP) General Investigation study.
- Provides reports on ESRP status within a program stakeholder network including the Nearshore Partnership Project Management Team, Implementation Team, Steering Committee, and Puget Sound Partnership Leadership Council.

Project and Contract Management

- Pre-Application- assist applicants with scoping and submittal of applications. Make sure applicant has current policy and application materials, answer applicant questions.
- Grant Proposals - Leads project evaluation process and facilitates development and approval of an annual Investment Plan.
- Oversee Contracting for New ESRP Projects- develop and manage interagency agreement with the Recreation and Conservation Office for contract management of new ESRP projects. Provide technical support to RCO/ESRP manager as needed in development of contract materials and project management.
- Manage Existing WDFW Agreements and other programmatic Agreements- Negotiate and develop project agreements for the program that are not administered by RCO, such as federal grants. Once activated, manage agreements to help ensure sponsors meet established milestones for project completion.
- Project Changes- Review project change requests, develop recommendations, and prepare necessary documents to help ensure sponsors meet established milestones for project completion.
- Reimbursements - Process reimbursement requests.
- Inspections- Conduct pre-award and interim inspections as needed, final inspections for all projects, and compliance inspections to determine adherence to program policies and the project agreement.
- Project Evaluation - Work with project sponsors and ESRP technical advisory bodies to develop, implement, and publish monitoring activity on projects that documents project actions and effectiveness, and provides benefit to restoration practice.
- Project Management - Use CAPS and PRISM to manage grant applications and funded projects and to document project progress. Compliance- Monitor compliance with program policies, contract terms and conditions, and local, state and federal laws.
- Non-compliance- Assist project sponsors in resolving non-compliance issues as specified by program policies and contract agreements.

Coordinates the selection of projects for funding under the Estuary and Salmon Restoration Program.

- Works with the interagency ESRP Team to develop project screening and scoring criteria and procedures.
- Coordinates with ESRP team to develop and implement a communication and project management plan for each grant competition.
- Leads multi-agency technical review team through project evaluation resulting in ranked project list.
- Develops recommended Investment Plan and prepares materials necessary for Nearshore Project Steering Committee and Puget Sound Partnership Leadership Council review. Submits final recommendations to Legislature for approval and budget authorization.

Policy and Program Development

- Program Policies - Review, analyze, and assist with development of ESRP principles, policies, Washington Administrative Code, and guidelines. This involves assisting in the creation and adoption of policies for this new program as well as updating policies, WAC, procedural guidelines, and performance measures.
- Program Assistance- Assist with program review, review and update of policy manuals and application materials, project solicitation, project selection criteria, and conduct workshops during project solicitation

and post-Agreement phases of the process.

- PSNP Executive and Steering Committees- Serve as staff and present issues, recommendations, funding portfolios, and related data to the governing committees and the general public.
- WDFW Capital Programs -Assist with program budget development including development and execution of agreements with program partners and development of agency budget initiatives.
- Program Data Management- Work with RCO staff to insure project tracking systems support program goals and policies, and develop comprehensive strategy for project data management, analysis and reporting.
- Develop communication materials- Prepare communication material including factsheets, annual reports and presentations. Maintain program website.
- Develop and manage program partnerships- Develop and manage program partnerships to secure funding for ESRP projects (e.g. NOAA Community Based Partnership, WDFW/EPA Marine and Nearshore Restoration and Protection Grant Program-Strategic Capital Investments). Seek program partnerships that provide an opportunity to leverage other program efforts such as learning and adaptive management, outreach and technical capacity building.
- Assist in the development of planning, allocating and expenditures tracking of biennial budgets associated with the Nearshore Section and Restoration Division.

Serves as a senior planner for a significant policy initiative, involving coordination with other state agencies, federal agencies, local governments, and/or sponsors of nearshore restoration projects.

- Participates in relevant programs and forums related to the Puget Sound nearshore.
- Informs other local, state, Federal, tribal entities of programs and their status.
- Maintains understanding of "Best Available Science"
- Communicates technical information to project sponsors.

QUALIFICATIONS:

A Master's degree or above with major emphasis in land use, urban, regional, environmental, or natural resource planning, landscape architecture, geography, land use or environmental law, public administration with an environmental emphasis, or closely related field.

AND

Three to Five years of professional experience in land use, urban, regional, environmental, or natural resource planning, and/or program development.

Valid Washington State Driver's License required.

Preferred/Desired Qualifications:

- Advanced principles of management, including strategic planning, developing and monitoring budgets, contract negotiation, program/project management, conflict resolution.
- Principles of supervision, performance management, employee development, and collective bargaining.
- Advocacy based on goals of WDFW (protect and restore ecosystem function and processes for fish and wildlife habitat).
- Assessment of fish and wildlife habitat needs based on various technical studies
- Coaching and mentoring of staff supervised by this position
- Ability to empower and inspire staff to reach maximum potential
- Managing multiple projects and programs that engage up to 6 employees at a time
- Ability to negotiating agreements without compromising scientific credibility or agency policy
- Planning activities of the Restoration Division to ensure efficient and effective effort are applied to meet WDFW goals;
- Commitment to safety for staff conducting field work
- Team leadership for the Nearshore Estuary Restoration Section
- Effective verbal communication and written communication are key to advocacy, coaching & mentoring, consulting, negotiating
- Ethics and integrity, as well as inclusiveness, relationship building, communication effectiveness, tact and diplomacy, interpersonal influence, performance leadership, team leadership, adaptability/flexibility, results orientation and initiative, and accountability
- Resourcefulness in problem solving and creative and innovative thinking

Organizational and political awareness are essential to effectively attaining agency goals of conserving and restoring ecosystems.

- Judgment is essential in all controversial arenas including fish and wildlife protection and restoration activities.
- Decisiveness is essential to protect and restore habitat in the face of pressure, controversy, and limited budget.

Key Competencies Expected

- Analysis - Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.
- Planning - Logically integrates various ideas, intentions, and information to form effective goals, objectives, timelines, action plans, and solutions.
- Verbal and Written Communications - 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). Effectively conveys ideas and information using spoken language and written language that are appropriate to both the complexity of the topic and the knowledge and understanding of the audience/reader.
- Managing Projects and Programs- Effectively organizes multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.
- Contract Development & Administration - Negotiates and prepares contracts, interagency agreements, and similar documents to obtain goods or services that the organization uses or administers.
- Facilitating Others - Coordinates and leads groups, creating a cooperative and productive environment in which to resolve problems or develop and implement plans.
- Managing Workloads- Effectively organizes multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.

Job knowledge (to perform the essential activities of this position, the employee must know or understand the following):

Position must maintain knowledge of:

- Environmental planning principles, techniques, and current trends of resource development and management in the Puget Sound basin;
- Project management strategies and techniques including the development and implementation of detailed task breakdowns, evaluation of task dependencies, evaluation of policy and political constraints, and use of project management software;
- Nearshore ecosystem restoration ecology, and methods and principals of ecosystem restoration planning;
- Development and implementation of on-the-ground capital projects involving substantial earthwork and real estate acquisition;
- Governmental administrative structure, environmental laws, policies, and governmental programs related to natural resource conservation and management at local, state, and federal levels;
- Environmental, social, political and economic factors affecting development and execution of local and state environmental resource programs.

Other skills and abilities (required for full performance of essential functions):

- Think conceptually, observe and interpret trends, analyze data, identify key relationships, and draw, document, and present logical conclusions and chains of logic;
- Communicate with large groups, networks, and policy forums using of public speaking skill s, presentation technology, relational databases, and modern web-based information technology;
- Rapidly develop digital and printed products incorporating clear and concise language, data representations, conceptual diagrams, and graphic and photogenic images, with an understanding of audience and interpretive goals;
- Ability to secure and manage program partnerships that help achieves program goals and/or leverage program funds.

SUPPLEMENTAL INFORMATION:

Working Conditions:

The program runs on an annual cycle- workload is cyclic in nature with intermittent busy cycles. Travel is

required (primarily in-state) and includes visiting construction sites with poor access. The program works with local citizens to identify priority habitat projects in their watershed with highly visible results, and involves public presentation.

Work is performed in a typical office setting 60% of the time. 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. When in the field, frequent walking over rough terrain (stream and nearshore conditions) and work over and around deep water (including work on boats and docks) is common. Extensive exposure to outside elements, including inclement weather, insects, and pollen, are common.

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 PLANNER 5 *00599H 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 managing and tracking large budgets.

- * 5. Please describe your professional team leadership skills and experience.

- * 6. Please describe your professional experience in developing and maintaining collaborative partnerships – what strategies do you employ for long-term success?

- * 7. Please describe your professional experience managing natural resources. Include the amount of experience you have in planning, designing, and implementing large scale restoration activities.

- * 8. Please describe your experience coordinating and integrating multiple reviews and comments on complex project proposals.

- * 9. Please describe your experience managing multiple large deadline-driven tasks.

- * 10. 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

- * 11. 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

- * 12. 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