

**THE COUNTY OF YAKIMA
is now accepting applications
for the position of**

**PROGRAM COORDINATOR
Water Resources**

Salary: \$23.20 per hour (step 1)

Opening: There is one opening with the Yakima County Public Services Department – Water Resources Division. Position coordinates and implements project components and tasks for floodplain, stormwater, groundwater or watershed projects including levee set-back, side channel activation, property acquisition or overflow channel construction. Activities include prepare permit applications & ensure project compliance, prepare grant applications, project tracking, field study, GIS and HEC-RAS analysis, and small contract administration. *This recruitment may be used to fill other Program Coordinator positions within 90 days of the closing of this recruitment.*

Selection Procedure:

Applications will be accepted until 4:00 p.m., Thursday, May 8, 2014. Applicants will be evaluated on the basis of past experience and training. Applicants claiming veteran's preference eligibility will be required to complete the Application for Veterans' Preference Form.

Essential Job Functions:

Carry out floodplain and water resource related management project, program and plan components. Ensure required plan elements and permits are considered in planning processes, track and prepare reports on implementation actions and success. Examples include permitting, construction oversight, re-vegetation, utility coordination, or remediation.

Use GIS, HEC-RAS or field study to research and analyze groundwater, stormwater and floodplain issues; write reports based on research; provide recommendations to other staff and management consistent with goals & policies.

Develop and maintain working relationships with community, regional, and state contacts. Coordinate efforts between numerous committees, agencies, staff and volunteers; reviews legislation and planning guidance; provides communication of new laws, information and new programs related to stormwater and flood awareness. Provide staff reports to supervisors, advisory boards and committees.

Prepare scopes of work, negotiate interlocal agreements, contracts, or track small works or non-engineering (professional services) contracts and budgets.

Research funding sources; writes grants and proposals, determines needs and administers grants and/or funds raised. Prepares, negotiates and tracks contracts and budgets.

Other Job Functions:

Performs other duties as required.

Working Conditions/Physical Requirements:

Requires driving, climbing, reaching, standing, mobility, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Minimum Qualifications:

Knowledge of:

Knowledge of stormwater regulatory issues. Knowledge of Clean Water Act and State Pollution Control Act; state and federal environmental laws and permits (State HPA, SEPA, some ESA). Knowledge of environmental sampling methods. Knowledge of GIS and surface water software such as HEC-RAS. Some knowledge of basic river and creek restoration principals. Some knowledge of flooding issues and management strategies. Some knowledge of state and federal flood management programs and regulations.

Skill in:

Skill in field techniques for surface water management and studies. Skill in obtaining permits, writing reports and plans. Skill in working as part of and facilitating team efforts.

Experience & Training:

Bachelor's degree in Natural Resource Management, Environmental Engineering, Fish or Wildlife Management, Environmental Science, or closely related field in water resources and Two (2) years of experience working with local, state, federal government natural resource permitting, planning or management or related consulting experience with an emphasis on water resources; or one(1) year of the above experience with a Masters Degree in Natural Resource Management, Environmental Engineering, Fish or Wildlife Management, Environmental Science, or closely related field in water resources or an equivalent. **Or** an equivalent combination of education and experience, which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Required:

Valid Washington State drivers license. Demonstrated proficiency with MS Office suite (Word, Excel, PowerPoint, Access) and GIS, surface water or flood software.

Special Note: This position is a Clerical, Technical & Professional Employees Group Bargaining Unit Position. As a condition of employment, you are required to become a member or pay representation fees per the negotiated contract.

Selection Procedure:

First consideration will be given to employees of the Public Services Department. Second consideration will be given to other County employees. Third consideration will be given to the general public. Applications and supplementals will be evaluated on the basis of past experience and training. Applicants rating highest on the minimum qualifications screening will be contacted for a personal interview. If you are interested in the status of this position after closing, please see "Status of Openings" under the Job Opportunities tab on the Human Resources web page at www.co.yakima.wa.us . This will be the only method of status notification for this position.

In compliance with The Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.

For further information and application forms, contact:

**YAKIMA COUNTY
HUMAN RESOURCES DEPARTMENT
128 NORTH 2ND STREET, ROOM B27
YAKIMA, WA 98901
www.co.yakima.wa.us**

"AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"

Yakima County ensures equal employment opportunities regardless of a person's sex, race, national origin, religion, age, disability, marital status, creed, political belief, sexual orientation, veteran's status, or any other protected status under federal or state statute. Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to <http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service> or contact your federal loan servicer.

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**Posting: 940691
Position: 73796
Job: 1341**