CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**AQUATIC INVASIVE SPECIES PROGRAM ASSISTANT**	**UNION:1937**
		SG:106
CLASS TITLE:	**Program Assistant**	**CS: Y/Entry**
		FLSA: Y
DEPARTMENT:	**Public Works - Natural Resources**	**EEO4CODE:TE**

JOB SUMMARY:

The Aquatic Invasive Species Program Assistant is responsible for assisting with all aspects of the coordination and implementation of the Aquatic Invasive Species (AIS) Prevention Program to prevent the spread of aquatic invasive species to and from Lake Whatcom and Lake Samish. Assists with the hiring, training, and day-to-day oversight of AIS Prevention Program staff. Interacts with members of the public, collects and tracks survey information, provides boat inspection and decontamination services and communicates with other state and local government staff. Responsible for assisting the Aquatic Invasive Species Program Coordinator with development and implementation of early detection monitoring and rapid response plans, communication of management decisions, coordination of daily and weekly job assignments, ensuring provision of professional level of service, and resolution of conflicts.

SUPERVISORY RELATIONSHIP:

Reports to the Aquatic Invasive Species Program Coordinator. Works under general supervision in accordance with City and departmental policy and procedures and applicable federal, state and local statutes, regulations and guidelines. Assists in daily oversight of lower classified AIS Prevention Program staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists the Aquatic Invasive Species Program Coordinator with development and implementation of early detection monitoring and rapid response efforts, communication, coordination of daily and weekly job assignments, ensuring a high level of customer service to the public, and resolution of conflicts.

2. Assists in the hiring and training of lower classified AIS Prevention Program staff. Provides support in reviewing experience and training requirements, implementing the annual open house hiring event and participating in oral board interviews and reference checks. Leads decontamination training for new staff, assists in providing presentations and preparing logistics for staff training such as scheduling, materials, agendas, and exercises.

3. Provides day-to-day oversight of assigned lower-classified AIS Prevention Program staff in the absence of the supervisor. Provides input on performance reviews for staff.

4. Coordinates the scheduling of all on-site watercraft inspection appointments. Answers AIS hotline and schedules on-site appointments, reserves vehicles, prints appointment sheets and ensures records are up to date.

5. Provides information to the public on aquatic invasive species prevention, monitoring, and management activities. Assists with the development of all training and outreach materials.

6. Conducts and oversees the decontamination of all high-risk watercraft. Coordinates and schedules maintenance of decontamination equipment. Performs detailed watercraft inspections for the prevention of the spread and establishment of aquatic invasive species in Lake Whatcom and Lake Samish as needed.

7. Conducts vessel history surveys with recreational boaters and inputs data collected into the online inspection database.

8. Researches and evaluates sampling and analysis methods and procedures related to aquatic invasive species detection.

9. Assists in recruiting and training volunteers and organizations to monitor for and identify new AIS populations.

10. Analyzes and manages data to generate technical reports, tables, and figures for the Aquatic Invasive Species Program annual report.

11. Participates and provides feedback in regular staff meetings to assess the effectiveness of the Aquatic Invasive Species Program. Assists in development of program performance standards.

12. Communicates with and reports logistical needs to the Aquatic Invasive Species Coordinator.

13. Represents the Aquatic Invasive Species Program at various educational booth exhibits, displays, fairs, meetings, and conferences.

14. Maintains accurate inventory of all gear, equipment, and program materials and submits timely replacement/replenishment requests to management staff as needed.

ADDITIONAL WORK PERFORMED:

1. Provides written and verbal reports as requested.

2. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Lake ecological and social issues.
- Aquatic invasive species identification, biology, and monitoring protocols.
- Issues associated with invasive species such as vectors for spread, prevention strategies and impacts.
- Basic watercraft design and operation.
- Microsoft Office software programs including Word, Excel and PowerPoint.

Skill in:
- Excellent oral communication.
- Excellent interpersonal skills for interaction with City staff, department staff, and the public.
- Effective writing and record keeping.

Ability to:
- Obtain knowledge of the Lake Whatcom Management Program's purpose, policies and procedures, functions, and practices.

- Professionally interact with other staff, the public and partner agencies.
- Implement appropriate control protocols with high-risk watercraft.
- Participate in various program trainings.
- Work independently or as a member of a team depending on project needs.
- Collect, compile, and analyze complex information and data.
- Compose and produce reports, documents and related material.
- Work with and manage large databases.
- Use tablets and smart devices in the field.
- Adapt and be flexible.
- Communicate remotely (via email and telephone) and in person.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Use computer and office equipment, as well as tablets and smart phones for data collection in the field
- Physical ability to perform the essential functions of the job, including:
    - Stand for long periods of time during inclement hot and cold weather;
    - Frequently operate a computer screen or typewritten page;
    - Frequently communicate verbally;
    - Bend, squat, climb, and reach on a frequent basis to inspect all internal compartments and surfaces of boats and trailers;
    - Travel on foot to remote areas with uneven ground;
    - Travel and movement on a boat;
    - Collect and input monitoring and inspection data during inclement weather; and,
    - Occasionally lift and carry up to 50 lbs.

WORKING ENVIRONMENT:

Work is performed both in an office setting at a computer workstation and outdoors near water bodies at both rural and urban locations, exposing employee to inclement weather, noise, fumes, and traffic hazards. Employee may experience prolonged periods of sitting when working in the office environment. Employees are required to use appropriate safety equipment and follow standard safety practices. Requires flexible working hours; including early mornings, evenings, weekends and holidays.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High School Diploma OR a General Equivalency Diploma (GED).
- Minimum of two years of relevant work experience providing program support in an administrative or technical environment.
- One-year experience in a team leader role.
- One-year experience working with the public on a daily basis in public outreach, customer service or similar experience.
- Course work in environmental science or knowledge of lake ecology. Lake Whatcom and Lake Samish aquatic ecology preferred.
- Two seasons of AIS Prevention Program experience preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and satisfactory driving record. Must provide a three-year driver's abstract prior to hire.
- At least 18 years of age.
- Flexible working hours; including early mornings, evenings, weekends and holidays.
- Ability to obtain Watercraft Inspection Training - Level II certification within one year of employment.
- Employment contingent upon passing a Washington State Adult/Child Abuse records check, criminal conviction, and local background check.

PREPARED BY: T.Ward/A.Faria 3/17

REVIEWED BY: _____
Renee LaCroix, Asst. Director
Public Works Natural Resources
12/20

REVISED BY: T. Ward
E. Weinberg
12/20