CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Natural Resources Policy Manager** **E-PLAN**
SG:E2-10
DEPARTMENT: **Public Works, Natural Resources** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Develops, manages and coordinates the implementation of environmental policies and programs in the areas of watershed planning, regional salmon recovery, climate adaptation, water quality, invasive species, land management and restoration, natural disaster emergency response, and other programs as assigned. Develops policies and frameworks for emerging environmental issues. Manages programs, prepares budgets, maintains regulatory compliance and supervises staff. Facilitates, collaborates and coordinates with staff from all City Departments, outside agencies and other governmental entities to accomplish the goals and mission of the Public Works Department and Natural Resources Division.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Public Works Director - Natural Resources Division. Work is performed under general guidance and direction and according to City and Departmental policies, procedures, protocols and technical standards. Serves as a member of the Natural Resources Management Team and reports regularly to the Assistant Director on activities of assigned work. Supervises assigned program area staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops policy initiatives and planning documents that provide the basis for environmental regulations and administrative rules.

2. Oversees all phases of assigned environmental policies and programs including, but not limited to, watershed planning, regional salmon recovery, climate adaptation, water quality, invasive species, land management and restoration and natural disaster emergency response. Develops, plans, organizes, and coordinates between departments, other governmental entities, stakeholders and the public; oversees implementation to ensure program and policy goals are met. Establishes current and long-range (5-10 years) overall work programs and staffing needs.

3. Supervises assigned staff, including setting work priorities, planning, organizing, assigning, advising, and assisting. Evaluates the work of assigned staff and participates in the selection of new employees, hiring, discipline and other personnel actions. Provides training and motivation for staff in order to make full use of individual capabilities to meet changing demands.

4. Coordinates Program activities and goals with other work groups within the Public Works Department and other City departments. Collaborates with other managers throughout the City in goal and policy development to assure consistency and integration with other department goals and activities. Collaborates in the development of educational programs

needed to achieve policy goals. Provides education and technical assistance to City staff about environmental regulations and compliance.

5. Organizes and facilitates meetings of assigned citizen advisory groups related to natural resource management.

6. Prepares and manages annual budget for assigned projects and programs based on staffing and resource requirements, cost estimates, division objectives, and departmental goals for review and approval by the Assistant Director of Public Works. Monitors and maintains expenditures within approved budget and uses resources and technology effectively to increase productivity.

7. Negotiates contracts for services between the City and outside entities or consultants including interlocal agreements, as assigned. Follows established consultant selection processes and oversees compliance with contract terms.

8. Participates in local and regional emergency response planning efforts for natural resources disasters.

9. Represents the City of Bellingham in regional watershed, land use, and water supply planning processes, as assigned.

ADDITIONAL WORK PERFORMED:

1. Tracks and reports on relevant environmental legislation at the state and federal levels.

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Government processes, including legislative, regulatory, agency mandates and local authority.
- Thorough knowledge of environmental issues, including water systems, water quality, human impacts, and climate change impacts.
- Environmental sciences, including ecology, hydrology, water chemistry, climate change, forest health, and invasive species.
- Principles of management and organization.
- Working knowledge of National Incident Management System.

Skill in:
- Excellent oral, written and audio/visual presentation skills.
- Negotiation, problem evaluation and solution, mediation and facilitation.
- Excellent project development and management skills.
- Excellent technical writing skills.

Ability to:
- Professionally and effectively interact with the diverse public, coworkers, outside agencies and others using courtesy, tact and good judgement.
- Synthesize information and analyze systems.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Occasionally sit or stand for long periods of time;
  - Frequent movement inside and outside of the office, travel between worksites including outdoor locations and areas of uneven terrain;
  - Lift objects weighing up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed both indoors at a computer workstation and outdoors in all types of weather. Nature of the work requires the physical ability to climb, balance, kneel, crouch, crawl, reach and stand for varying periods of time. May include walking for long distances through varying terrain, pushing, grasping, seeing and hearing sounds both in an office environment and out of doors. Exposure to outdoor weather conditions is frequent. This position requires light to medium activity with moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- B.A. in Environmental Science, Public Administration, Political Science or Management.
- Four (4) years' experience in environmental policy and program management and supervision, project management, and public policy issues.
- Two (2) years technical experience and facilitation experience, OR
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.

PREPARED BY: L. McGowan
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1/01

REVIEWED BY: _____
Renee LaCroix, Assistant Public Works Director
Natural Resources

REVISED BY: R. LaCroix
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