CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Natural Resources Special Projects Manager** **UNION:231**
SG:7
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; water quality and quantity issues including modeling; water rights; conservation land management including forestry management planning and restoration; invasive species management; climate adaptation planning including vulnerability assessments for the Lake Whatcom watershed; and other programs as assigned. Develops policies and frameworks for emerging natural resources issues. Manages programs, prepares budgets, maintains regulatory compliance and supervises assigned staff. Facilitates, collaborates and coordinates with staff from all City Departments, outside agencies, tribes, 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 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, regional watershed planning, salmon recovery, climate adaptation including vulnerability assessments for the Lake Whatcom watershed, water quality and modeling for both water quality and quantity; water rights; conservation land management including recreation impacts, forestry management planning and restoration, and other programs as assigned. 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. 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.

4. Coordinates Program activities and goals with other work groups within the Public Works Department and other City departments, outside agencies, tribes and other governmental entities. 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. 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.

6. 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.

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

8. Represents the City of Bellingham on various committees, advisory boards and workgroups dealing with environmental policies and programs. Organizes and facilitates meetings of assigned citizen advisory groups related to natural resource management.

ADDITIONAL WORK PERFORMED:

1. Serves as a member of the Public Works managements team. In the absence of the Assistant Director of Public Works – Natural Resources may act in responsible charge of the Natural Resources Division upon request.

2. Works on special projects as assigned.

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

4. 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 ecological systems, water quality, forestry management, and human impacts including recreation and climate change.
- Environmental sciences, including ecology, hydrology, water chemistry, climate change, forest management and health, and invasive species.
- Principles of management and organization.

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, tribes, 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;
    - Frequently communicate accurate information and ideas with others;
    - Occasionally sit or stand for long periods of time;
    - Frequently move inside and outside of the office and travel between worksites including outdoor locations;
    - Occasionally walk up to five miles on uneven terrain during inclement weather;
    - Occasionally 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. Exposure to outdoor weather conditions is frequent. Attendance at meetings may require working evening hours. This position requires light to medium activity with moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- B.A or B.S. in Environmental Science, Natural Resources Management, Watershed Planning, Forestry Management or related field.
- Four (4) years' experience in natural resources management, project management, and public policy issues.
- Three (3) years' supervisory 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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Eric Johnston, Director
Public Works