

Position Available

WCD Resource Coordinator

BACKGROUND:

The Whatcom Conservation District ("District") is dedicated to serving present and future generations of Whatcom County through a natural resource conservation program of leadership, partnership, and technical, and educational and financial assistance to foster a healthy, sustainable relationship between people and the environment. It is a leader among the State of Washington's 46 conservation districts. (See www.whatcomcd.org)

Whatcom is one of the top dairy producing counties in the nation. With more than an estimated 100,000 dairy and beef cow/calves, the potential negative impacts to water and air resources are significant. Also, livestock excrete large amounts of reactive nitrogen. Reactive nitrogen is linked a growing number of environmental and social problems. To sustain a community valued livestock industry and protect natural resource concerns, new solutions must be found and transferred to its producers. The District created a new position to advance these important goals.

POSITION DESCRIPTION:

Official Title: Resource Coordinator. Band C, Grade 2.

Working Title: Sustainable Livestock Impacts Mitigation Program Coordinator; full time; Start negotiable to June 30, 2009, extension possible.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

The District's Sustainable Livestock Impacts Mitigation ("SLIM") Program Coordinator will provide overall leadership, coordination and management for this program. Initially, most of the time will be devoted to assisting commercial livestock producers mitigate impacts through the development and implementation of livestock nutrient management plans applying existing Best Management Practices (BMPs). The balance will be spent developing and securing funding for the new SLIM Program.

Once program specific funding is secured, the Coordinator will:

- Organize and lead an interdisciplinary team of District professionals to plan, develop, organize, implement, and evaluate on-farm pilot projects that apply current research to economically address livestock impacts to water, air quality and global climate change.
- Administer and manage projects, including tracking budgets, procuring materials, scheduling crews and subcontractors, and reporting to funding agencies.
- Assess and prioritize the project needs; evaluate the success of the project objectives and adjust as required.
- Develop educational priorities and materials; deliver public educational presentations to engage the dairy community in the project; work with the media as required.

MINIMUM QUALIFICATIONS (See Class Specification below)

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WCD Resource Coordinator

PREFERRED QUALIFICATIONS

- Ph.D. in Animal Science, Natural Resource Management or allied field.
- Knowledge of current air emission, pathogen and nutrient reduction strategies for livestock operations.
- Demonstrated interpersonal skills with farmers.
- Demonstrated ability to participate/collaborate in interdisciplinary applied research programs.
- Demonstrated ability to conduct on-farm research.
- Demonstrated experience with dairy operations.

JOB EXPECTATIONS

- Will write successful grant applications to sustain the program beyond the first year.
- Will work flexible hours that include fieldwork, as well as some evenings and weekends as needed.
- Must pass a pre-employment background investigation including a job-related driving record check.

SALARY

The salary is negotiable depending upon qualifications.

APPLICATION PROCESS

The initial screening date for this position is July 11, 2008. Apply by submitting a letter describing how your experience and training support the qualifications for this position; a curriculum vitae or resume; copy of transcripts and 3 letters of reference to:

George J. Boggs, Manager
6975 Hannegan Road
Lynden WA 98264
Ph 360.354.2035x115; Fx 360.354.4678;
e-mail: gboggs@whatcomcd.org.

WHATCOM CONSERVATION DISTRICT

CLASS SPECIFICATION

CLASS TITLE: Resource Coordinator

Band: C	Grade: 2	Reports To: District Manager
Last Revise Date: June 17, 1999	FLSA Status: Exempt	
FTE: 1.0	Funding Source: Grant	

CLASS SUMMARY:

Incumbents are responsible for supervising assigned staff; planning, implementing, marketing and monitoring a major District program; participating on advisory boards and coordinating with other committees, agencies etc.; responding to public inquires; developing resource conservation or nutrient management plans; providing technical advice on implementation of BMPs, restoration and mitigation activities; planning, performing and monitoring conservation field work; preparing oral presentations; planning, developing & implementing grant/program tasks; participating in District activities; preparing reports and following District Policy.

DISTINGUISHING CHARACTERISTICS:

The Resource Coordinator classification is the second classification in a two level Resource classification series. This classification is distinguished from the Resource Specialist classification by the planning, developing, implementing and monitoring of a major District program, the direct supervision of resource technicians, and budgetary responsibilities.

DUTY NO	ESSENTIAL DUITES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
1.	Supervises, assigns and prioritizes work assignments; provides performance appraisals and recommends disciplinary actions to District Manager regarding assigned Resource Specialists.	Daily 5-25%	C2
2.	Plans, develops, implements, markets and monitors a major District program.	Daily 20-80%	C2
3.	Serves on advisory boards and committees; participates, works cooperatively and coordinates with citizen committees, agencies, tribes and entities in WRIA 1 toward the achievement of a major District program.	Weekly 5-25%	C2
4.	Responds to public inquiries and assists the public with their understanding of State, Local and District resource conservation and protection laws goals, policies and implementation measures.	Daily 5%	C1

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CLASS SPECIFICATION

CLASS TITLE: Resource Coordinator

DUTY NO	ESSENTIAL DUITES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
5.	Develops resource conservation or nutrient management plans for small farms and commercial dairy or livestock operations using the standards and specifications found in NRCS Field Office Technical Guide or provided by Conservation Commission.	Daily 5-50%	C1
6.	Researches, provides information, technical advice and guidance on the implementation of Best Management Practices, restoration and mitigation activities.	Daily 5-20%	C1
7.	Researches funding sources, writes proposals and administers grants.	Monthly 10%	C1
8.	Participates in District programs/activities including: fair, plant sale, newsletter & brochures, award recommendations, feedback & input requests.	Varies 5-50%	B1
9.	Prepares monthly and quarterly reports detailing project status, conservation activities and meetings for Board and funding source.	Monthly 20%	B1
10.	Follows District policies and protocol as detailed in Employee manual.	Daily	A1
11.	Performs other duties of a similar nature or level.	As Required	

Knowledge of: (some positions in this classification may require)

- Conservation principles as found in Natural Resource Conservation Service Field Office Technical Guide;
- Federal, state and local environmental laws, ordinances, methods and policies;
- Grants and other sources of funding.

Skills in: (some positions in this classification may require)

- Serving customers and dealing with the general public;
- Organizing and prioritizing work;
- Solving problems;
- Making decisions;
- Using computers and related software applications;
- Budgetary concepts;
- Supervisory methods and concepts including monitoring, evaluating and motivating staff;
- Giving public presentations;
- Writing letters, reports, plans and grant applications;

WHATCOM CONSERVATION DISTRICT

CLASS SPECIFICATION

CLASS TITLE: Resource Coordinator

Skills in: (some positions in this classification may require)

- Driving a vehicle;
- Maintaining confidentiality;
- Advanced communication, interpersonal skills for persuasion, conflict management, conveying complex information as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to impart/receive work direction.

Training and Experience (position requirements at entry):

Positions in this classification acquire requisite knowledge and skills through the completion of a Bachelors degree in appropriate field and three years experience related to job tasks or equivalent combination of education and experience.

Licensing Requirements (some positions in this classification may require at entry)

- Valid Washington State Driver's License

Physical Requirements: (some positions in this classification may require at entry)

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Incumbents work in an environment that requires travel.

Active work: May work in a high traffic office setting with frequent trips to the field at a variety of locations. Needs adequate vision and motor skills to perform the duties of the position, needs to hear voice conversation, needs manual dexterity to operate computer. The technician must drive a motor vehicle to inspect and inventory farm facilities. These inspections will occur outside in inclement weather conditions and require the technician to traverse difficult terrain, structures, fences etc. Occasionally lifts and carries samples, tools and other materials weighing up to 50 pounds