



Whatcom County Job Announcement



Purchase of Development Rights (PDR) Outreach Coordinator

Planning and Development Services Department

Temporary with Benefits – Funded through December 31, 2014

HOURLY Rate: \$19.25/hour

CLOSING DATE: February 25, 2014

- *Would you like to play an important part in helping to preserve agricultural lands and the farming way-of-life in Whatcom County?*
- *Do you have experience working in the area of outreach, program marketing and communication - especially for agriculture, conservation or natural resources related organizations/topics?*
- *Do you have proven ability to use excellent communication and people skills to coordinate work efforts among a large variety of groups, agencies, and individuals?*

If you answered yes to these questions and are looking for rewarding work that will have a positive impact on our community, we hope to hear about your qualifications to fill this key role in the Whatcom County's Planning and Development Services Department. This position will provide information to the public on the Purchase of Development Rights (PDR) Program activities as part of Whatcom County's Agricultural Strategic Plan, which includes a goal of maintaining at least 100,000 acres of farmland to support an economically viable agricultural industry in Whatcom County. Primary duties include:

- Providing staff assistance to the Agricultural Purchase of Development Rights (PDR) Oversight Committee and developing marketing strategies for PDR programs and initiatives.
- Designing, implementing and promoting public outreach and education programs. Assisting with newsletter, survey and web page design and preparation.
- Interfacing with the public, local farmers, and other agricultural and economic development professionals.
- Assisting Planners with researching, collecting and analyzing complex or diverse information and data. Identifies problems and recommends alternative solutions.
- Assisting in the administration of the Purchase of Development Rights (PDR) Program, including easement and deed review, as required.

For more information about the PDR Program, visit: <http://www.whatcomcounty.us/pds/plan/lr/projects/agprogram/pdr.jsp>

QUALIFICATIONS: Requires a Bachelor's degree in the field of Planning, Communications, Marketing, Business Administration, Geography, or a related field. Excellent interpersonal skills are a must. Applicant must be able to effectively communicate with a diverse group of people, both orally and in writing. Must have experience with outreach material design and Microsoft Office software. Experience with web design is preferred.

SPECIAL REQUIREMENTS: Background check must meet County criteria. Must have a driving record that meets County standards and possess a valid driver's license at time of hire and throughout employment. Required to become a member of the local collective bargaining unit.

HOURS: Part-time, approximately 20-30 hours per week depending on program needs. 80 hours per month, minimum.

HOW TO APPLY: Application materials are available on our website at: www.whatcomcounty.us/jobs, or may be picked up in Human Resources, 311 Grand Ave, Ste. 107, Bellingham, WA 98225. We are open Monday through Friday, 8:30 a.m. to 4:30 p.m., except holidays.

Completed applications must include the following:

- Whatcom County Application (with original signature)
- Supplemental Application for PDR Outreach Coordinator (with original signature)

Completed applications must be received in Human Resources by 4:30 p.m. on Thursday, February 25, 2014. *Emailed or faxed application materials will not be accepted.* If you would like to request assistance with physical access or communications, or have other needs related to a disability, please contact Human Resources.

BENEFITS: Whatcom County offers excellent benefits, including medical, dental, and vision coverage for employees and their family, and life insurance coverage for employees. We offer attractive paid leave provisions, including vacation, sick leave, and 12 holidays per year (on average). Employees participate in Washington State's Retirement System through joint contributions with the County. Additionally, we provide an employee assistance program and tax-preferred options for employees to invest their money in deferred compensation and/or flexible spending plan for health care/dependent care.

Whatcom County checks education, experience, training, driving records, criminal history, experience and other job-related information as applicable. Applicants may be tested for job-related skills.

Whatcom County is an Equal Opportunity Employer

Human Resources
(360) 676-6802

Website
www.whatcomcounty.us

311 Grand Ave, Ste. 107
Bellingham, WA 98225

Telecommunication
Relay 711