



Mason Conservation District
450 W Business Park Road ● Shelton, WA 98584
Phone: (360) 427-9436 ● FAX: (360) 427-4396

Position: Salmon Recovery Lead Entity Coordinator

Type: Regular, benefits, FLSA non-exempt

Part-time, .5 FTE (40 hours per week)

Note: This position is contingent on available grant funding.

Pay Range: Range (\$23.28 - \$30.54 per hour)

Starting pay will be \$23.28 – \$25.07 per hour, depending on qualifications.

Opening Date: Monday, March 14, 2016

Closing Date: Open until filled. Screening begins March 25, 2016.

Submit Completed Applications Electronically to:

jbolender@masoncd.org

EMPLOYMENT APPLICATION: Include a cover letter, resume and/or references.

BENEFITS: The District provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. The District's holiday schedule recognizes eleven (11) days per year (two of which are personal holidays). Sick leave is accrued at eight (8) hours per month. The District also contributes 2% of gross pay toward a retirement plan. Employees are able to contribute more than that amount as desired. Leave benefits are pro-rated for part-time employees.

Mason Conservation District is an Equal Opportunity Employer.

Please let us know if you need any accommodation to participate in the application process.

BASIC FUNCTION: The Lead Entity Coordinator will lead the local process for identifying and funding salmon recovery projects in WRIA 14. Under the direction of the District Habitat Program Manager, the Coordinator will be responsible for ensuring that salmon recovery objectives laid out in the watershed recovery plan are met by coordinating state and local processes and working with the Citizens Committees, a technical advisory group, and project sponsors to fund local recovery efforts.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in management, natural sciences, environmental policy or related field.
- Strong ability to coordinate and facilitate groups effectively.
- Ability to work and communicate effectively with a variety of entities including, state, federal, county and city agencies, tribes, private groups and landowners.
- General knowledge of data collection, monitoring and evaluation.
- Ability to work under tight timelines with multiple and overlapping tasks.
- Demonstrated ability to work independently and be self-directed.
- Strong oral and written communication skills.
- Familiarity with standard office software applications such as MS Word, PowerPoint, and Excel.

Additional Preferred Qualifications:

- Masters degree in coastal or marine affairs, communications, public policy, urban planning, management or related field.

- Knowledge of current state, federal and regional planning efforts pertaining to salmon recovery.

- Familiarity with Washington’s Growth Management Act, Shoreline Master Program policies and Critical Areas Ordinance policies.

Any equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential job functions will be considered.

PRINCIPAL DUTIES -- Asterisk designates essential function

*1. Work with the Citizens Committee to establish criteria for projects consistent with guidelines established by the Salmon Recovery Funding Board (SRFB) and the Puget Sound Salmon Recovery Plan.

*2. Solicit proposals for salmon recovery projects in the WRIA 14 watershed.

*3. Coordinate with the Citizens Committee and the technical advisory group to review proposals.

*4. Work with the Citizens Committee and technical advisory group to rank project proposals based on established guidelines and criteria.

*5. Oversee and manage State contracts and grants.

*6. Act as the WRIA 14 liaison to the SRFB.

*7. Represent WRIA 14 at meetings across the Puget Sound region.

*8. Coordinate with the Mason County Community Development department and the Citizens Committee to ensure that WRIA 2 salmon strategies are recognized and addressed appropriately in the GMA-required update to county regulations including critical areas and shoreline master programs.

*9. Performs work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the District personnel policies, providing courteous and efficient service.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems and conduct field site visits in challenging terrain.

EQUIPMENT REQUIREMENTS: Frequency of use
Equipment/Tool # of Hours Daily Weekly Monthly

Computer

Telephone

Copy machine

Fax

WORKING CONDITIONS: The majority of work is performed in a normal office environment, with occasional field trips to project areas in the field that include difficult terrain.