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

**Position: Watershed Coordinator and Salmon Recovery Lead Entity Coordinator**

**Type:** Regular, benefits, FLSA non-exempt

Full-time, 1.0 FTE (40 hours per week)

Note: This position is contingent on available grant funding.

**Pay Range:** Range (\$23.28 - \$27.67 per hour)

**Opening Date:** Monday, May 23, 2016

**Closing Date: Open until filled. Screening begins June 10, 2016.**

**Submit Completed Applications Electronically to:** [jbolender@masoncd.org](mailto:jbolender@masoncd.org)

**EMPLOYMENT APPLICATION:** Send a cover letter, resume and/or references electronically to: [jbolender@masoncd.org](mailto:jbolender@masoncd.org).

**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.

**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:** This position will coordinate watershed planning and characterization efforts in watersheds throughout Mason County. The Coordinator will promote and increase local citizen involvement of all ages with the watersheds of the County by coordinating district activities and to recruit landowners to participate in the local water resources management; research, identify, and implement long-term funding mechanisms for watershed improvement activities; develop work programs, budgets, progress reports, and other administrative tasks as necessary; consult with other entities in the community to identify and to foster more communication and coordination between the various entities in the county; lead and coordinate the local process for identifying and funding salmon recovery projects in WRIA 14; maintain a citizens committee representative of diverse salmon habitat and community interests (Habitat Work Group committee) and a technical advisory group, whose primary purpose is to compile a prioritized habitat project list. 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 strategies and recovery plans 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 natural sciences, environmental policy, land use 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, data synthesis, 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 natural resource management, communications, public policy, planning, management or related field.

Lead Entity Coordinator – Continued

- 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:**

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 14 salmon strategies are recognized and addressed appropriately in the GMA-required update to county regulations including comprehensive plan, voluntary stewardship program, critical areas ordinance, 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.
10. Coordinate updates to local salmon habitat protection and restoration strategies.
11. Coordinate development of specific watershed recovery plans.

*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.