



PO Box 490, Coupeville, WA 98239
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Whidbey Island Conservation District
Natural Resource Conservation Planner
Closing Date: Wednesday, August 17, 2016

Position Overview

The Whidbey Island Conservation District (WICD) is seeking an individual to fill a 1.0 FTE, permanent, non-exempt, benefitted position of Natural Resource Conservation Planner. Individual must be organized, articulate, highly motivated and work well with diverse audiences. The successful applicant will have technical skills, education, and experience in natural resources in order to work proactively with private landowners, district staff, and agencies to develop and implement site specific conservation plans through site visits, natural resource inventory and consultation with landowners. Position will be District lead for stormwater management/ Low Impact Development (LID) technical assistance. Position includes coordinating grant project activities, project administrative duties, grant writing as needed, and technical education delivery related to improvement of natural resources on private and public lands. The ideal candidate will have the ability to become District Natural Resource Project Manager within one year. This position will work under the guidance of the District Manager and will carry out the directives of the WICD Board of Supervisors.

Duties and Responsibilities

The Natural Resource Planner will work under supervision of the District Manager and should expect to:

- Provide one-on-one assistance to landowners and public entities on a broad range of natural resource management topics such as water quality and water quantity issues, rainwater harvest and reuse, forestry, use of native plants, and agriculture.
- Develop custom voluntary resource management conservation plans for cooperators using their goals, analysis of existing resources, and addressing known resource concerns.
- Provide general technical assistance and information as needed to the public.
- Coordinate projects with District Northwest Area Engineer and partner organizations.
- Coordinate with local governments and partner organizations - local, state and federal - to provide assistance and resources, including cost share opportunities to local cooperators.

- Coordinate planning, design, materials sourcing, and construction, for LID projects and other cost share projects.
- Communicate project activities to co-workers, granting agencies, WICD Board of Supervisors, project partners and the community.
- Write grant and project funding applications as well as assist with contract negotiation and administration in collaboration with the WICD office administrator.
- Manage existing grants including executing timelines, quarterly and final grant reporting.
- Demonstrate organizational ability to follow through with tasks assigned in order to become District Natural Resource Project Manager.
- Assist Marketing, Education and Outreach coordinator with FY17 Firewise Program implementation.
- Must be available to work occasional weekends and evenings.
- Perform other reasonable duties as assigned by District Manager.

Qualifications

- Candidates must be legally authorized to work in the United States.
- Bachelor's degree (or higher) in any of the following fields: natural resource science, planning, landscape architecture, environmental science, soils, engineering, or any closely related field.
- Familiarity with the DOE Stormwater Management Manual for Western WA.
- Professional certification and/or knowledge and expertise in LID, stormwater, water quality, and water quantity-related issues.
- Experience and ability to perform comprehensive natural resource site analysis and inventory.
- Knowledge of federal, state, and local programs, codes and regulations involved in natural resource management.
- Demonstrated ability to work effectively and cooperatively with coworkers as well as with a diverse group of private landowners and stakeholders to solve resource management challenges.
- Strong organizational skills, detail oriented ability to complete projects on time and on budget.
- Ability to work independently as well as collaboratively to plan, organize and implement natural resource enhancement projects.
- Excellent demonstrated written, verbal and computer-based communication skills.
- Proficiency with AutoCAD and Geographic Information Systems (GIS) software applications as well as demonstrated ability to use Microsoft Office Suite software (Office 365, Word, Excel, PowerPoint, Access plus).
- Experience in meeting/workshop coordination and facilitation; public presentations.
- Grant writing and grant management experience.
- Some personnel management experience is beneficial to this position as position evolves to District Natural Resource Project Manager.

Preferred Qualifications

- Knowledge of Whidbey Island issues.
- NRCS Level 3 Planning Certification or familiarity with Natural Resources Conservation Planning process.

Compensation

- Salary dependent on experience and qualifications. Salary range likely \$40,000 - \$60,000. Medical, dental and retirement (SIMPLE IRA) benefits as well as holiday and leave package for employees. WICD is part of the WA State Benefits Board Health Care Program (PEBB). However, WICD is not part of the WA State Public Employees Retirement System.

Other

- Must have a valid driver's license and the ability to use a personal vehicle for work-related travel (with mileage reimbursement).
- Must have the ability to lift up to 50 pounds.
- The location of this position is at the WICD office in Coupeville, WA.

Application Procedure

Applicants must provide a cover letter (not to exceed 1 page), a resume (not to exceed 2 pages), as well as a completed application form (including at least 3 references) available from the District website at www.whidbeycd.org. The application form is a fillable PDF that can be printed, signed, and scanned. Mailed or delivered application packages must arrive at the Whidbey Island Conservation District, P.O. Box 490, Coupeville, WA 98239 by 4:30 p.m., August 17, 2016. Electronic submissions are acceptable by the same deadline to: wicd@whidbeycd.org. Individuals submitting via e-mail are solely responsible to ensure that their completed application, resume, and cover letter are received timely by August 17, 2016. Position will remain open until filled. Initial screening process begins August 22nd. Applicants are subject to a background check.

Mail or E mail to:

**District Manager
Whidbey Island Conservation District
P.O. Box 490
Coupeville, WA 98239
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