

Position Description:

Water Quality Data Coordinator

The following position description is for a full-time Water Quality Data Coordinator in Whatcom County. The position will be based at the Whatcom Conservation District and will interface with agencies, tribes, and organizations participating in water quality sampling, assessment, and/or reporting.

Salary and Supporting Costs

Salary & Benefits: \$42,720 – \$57,252 per year (commensurate with experience).
Eleven paid holidays, personal and family medical benefits, annual and sick leave.

Hours

Averages 40 hours per week “at will”.

GENERAL DESCRIPTION

We are looking for an experienced and enthusiastic professional to provide key technical and coordination support to the Whatcom Clean Water Program including the Water Quality Outreach Coordination Group, Pollution Identification and Correction (PIC) Program, and Whatcom County Shellfish Protection Districts. Multiple government agencies, tribal divisions, citizens and nonprofit organizations participate in these efforts. The successful candidate will work collaboratively with these groups to compile and enter data into a database, manage the database, analyze data, and support outreach activities to improve water quality in Whatcom County.

Duties of the position include, but are not limited to:

- Working with database development and management.
- Entry, management, and quality control of multiple streams of local water quality data into one or more database systems.
- Interpret data and produce figures/graphs and other clear representations of data upon request to support Outreach Team creation of water quality reports.
- Reporting of data in timely manner to local agencies and public.
- Entry of data into online GIS maps and management of mapping interface.
- Maintenance and enhancement of water quality website, alert system, and reporting maps.

The ideal candidate has exceptional communication, organizational, and analytical skills, good attention to detail, a flexible, helpful personality, and an interest in natural resource conservation.

The above generally describe the principal functions of the position. The Water Quality Data Coordinator also may be assigned tasks in related areas in order to support water quality improvement program needs in Whatcom County.

RESPONSIBILITIES

The following statements describe the general nature and level of work performed by the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required

of the position.

- Comprehensive database management.
- Process multiple sources of local water quality data including entering, organizing, reviewing, analyzing, and maintaining, into a comprehensive database following QA/QC protocols.
- Ability to recognize and implement options for more efficient data entry and quality control.
- Review, revise and adhere to project QAPP and SOPs.
- Handle and protect sensitive information with integrity.
- Produce written, tabular, and visual materials for technical reports, presentations, and outreach publications.
- Effectively communicate complex information clearly to audiences through clear, concise and appealing tables, graphs, reports, and other documents.
- Manage online GIS water quality results maps for accurate and timely representation of results.
- Work with multiple agencies and teams on data management and coordination.
- Participate in meetings regarding relevant program activities.
- May oversee, instruct, or train interns and/or temporary staff as needed.

PROFESSIONAL SKILLS

The following are preferred professional skills for success in this position.

- Knowledge and experience with database development and management
- Strong analytical, problem-solving, critical thinking, and decision-making capabilities
- Strong interpersonal/human relation skills
- Ability to work with diverse audiences
- Self-motivated and able to work independently
- Quick learner, able to ask questions and communicate concepts to others
- A positive, flexible, and team-oriented approach to the job
- Ability to accept criticism and deal calmly and effectively with high stress situations
- Organized and able to effectively prioritize and work on multiple tasks at once
- Ability to work under deadlines in a fast-paced environment
- Detail oriented while also able to understand the bigger picture
- Demonstrated creativity, ingenuity and problem solving skills
- Capacity and willingness to learn new software and methods

MINIMUM QUALIFICATIONS

The following are the minimum qualifications for this position.

- Master's Degree (preferred) or Bachelor's Degree in relevant field.
- Demonstrated use and knowledge of databases. Additional knowledge of STORET and EIM database systems preferred.
- Computer proficiency in Microsoft programs.
- Demonstrated experience of statistical analysis and use of statistical software (i.e., R, SAS).
- Experience with ArcGIS, cloud based technology, data sharing programs, and/or web programming desired.
- Ability to create accurate, visually appealing graphics/materials.

- Knowledge or experience in the agricultural, water resource, and/or environmental sector desired.
- Excellent written and oral communication skills.
- Ability to follow oral and written instructions.

SPECIAL QUALIFICATIONS

The applicant must be able to accommodate to following criteria:

- The applicant must possess a valid driver's license at time of hire and throughout employment.
- Pass a job-related driving record check that meets the District's standard.
- Pass a background investigation.

WORKING CONDITIONS

This position involves primarily office work, but may include some field and/or lab work.

The position will have an assigned desk, telephone, and computer at the Whatcom Conservation District office. The District office is the primary work station for this position, and is a smoke-free and drug-free environment. The position involves computer work which may include long periods sitting, typing and reading from a computer screen. Travel to offices of partner organizations and agencies may be required. It may include limited field work related to collecting samples or visiting sampling locations. Availability for evening and weekend work and overtime hours may be required of this position as is occasional overnight travel to attend meetings.

APPLICATION PROCEDURE

Interested persons should submit 1) a concise letter of application describing work experience in relation to the desired/preferred qualifications, knowledge and skills, 2) a current resume, 3) the names, addresses and phone numbers of three references, and 4) an Employment Application (found at www.whatcomcd.org).

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Application period closes November 23, 2016. This position is open until filled.