Title       Extension Coordinator
Working title       Washington Stormwater Center Municipal Program Specialist

Position Summary
Lead coordination of the WSC Municipal Resource Program. Create and lead Program Advisory Committee. Support development of new stormwater management programs for the WSC Municipal program. Modify existing or create new educational materials for stormwater permit holders. Develop outreach materials as needed for the program at WSC. Develop and maintain web presence for the Municipal Resource Program at WSC. Disseminate information about the program to stormwater permittees and also WSU extension staff through a listserv and newsletter. Provide training and informal workshops on regulations, applications, and opportunities in WA State to build stormwater permit implementation understanding and site improvements. Assist jurisdictions in their individual stormwater plan. Foster partnerships across the state with federal, state, local, and tribal water resources professionals. Develop partnerships with statewide, nationwide, and international stormwater centers. Assist in developing funding for the WSC Municipal Resource Program. Develop work plan and complete annual review of the WSC Municipal Resource Program.

This project is expected to end on 6/30/2013. Renewal is dependent on satisfactory performance, the need for extension to complete the work and/or if additional funding is secured to extend the appointment.

Position Appointment Status       Temporary
Full-Time/Part-Time       Full-time
FTE Percent:       100%

Employee Type       AP-Administrative Professional
Position Reports to       Tanyalee Erwin

FLSA Status       Overtime Ineligible
Position Term in Months       12

Job Duties
45% Time       Training & Coordination
Stormwater Management Training and Coordination: Phase One and Phase Two jurisdictions have many different plans, programs and training underway in varying levels of development. After creating an advisory group for the WSC Municipal Resource Program, this position will work integrally with western and eastern Washington jurisdictions to augment, supplement and aide coordination of knowledge practices and programs. This activity may include the development of on-going materials, dispersion of new tools and the production of training modules that will teach by example how to create stormwater management plans and explain permit requirements. Each module will include potentially a short video and supporting brochure. These modules will be integrated into the Center website for increased waste-free distribution of the training products. All materials will be vetted with the advisory group and regulators to assure accuracy of materials.

Coordinate and assist with implementing stormwater management on-site training that provides the latest design, construction, maintenance and performance guidelines.

Coordinate technical workshops if funded.

Compile materials for workshop, organize speaker presentations, prepare participant materials, and organize the site visits.
Create a template for additional workshops targeted for specific western and eastern permittees that improve implementation of stormwater management within the local codes and guidelines.

Improve implementation of effective principles and practices for jurisdictions with minimal resources to adopt new stormwater practices.

Develop, compile and disseminate technical and educational documents and manuals for public use.

Assist WSC staff in developing a resourceful and effective Municipal Resource Program for eastern and western Washington.

**20% time Outreach and Education**

Outreach, Events, Education and Workshops: The Specialist will conduct stormwater outreach events and possible workshops (on-line via web technology or in person) to Washington jurisdictions subject to a stormwater permit requiring stormwater management.

Website Content Back-up for Program: Many jurisdictions are unable to afford the time to come to workshops and training sessions. Key elements of all events will be captured in You-Tube video formats and loaded onto the Municipal Resource Program website, providing an overview of information that can help them grow and improve their stormwater management plan. The Specialist will work to include the development of training modules on the Center website that will include templates for use in developing stormwater management. By building on electronic training tools, this activity helps to reduce waste and resources by eliminating printed and hard-copy materials and allows time-starved managers to view the materials when convenient to their busy schedules.

Develop the Municipal Resource Program to serve as a Clearinghouse and Outreach Center for all municipal permittees conducting stormwater management. Provide immediate information, updated management tools, communications forums, and a user-friendly resource for permittees.

Serve as a point of contact and resource for improving stormwater management throughout Washington by regularly interfacing with stormwater groups, engineers, designers, and others involved in creating effective stormwater management programs in the region.

Respond to information inquiries.

Network with those implementing jurisdictional stormwater programs around the country. Incorporate findings into educational material and ongoing interactions, workshops and forums.

**20% time Data and Evaluation**

Leverage previous surveys to include a selection list for top action items. Conduct an Online survey through the Center webpage, the Association of Washington Counties, the Association of Washington Cities and other stormwater networks to get a "Top Ten" list of immediate needs for training, videos, on-site help and other potential additional program products.

On-Site Evaluations: For smaller jurisdictions with minimal resources, and by facilitating information transference from more established municipal stormwater permittees, this position may seek to educate smaller jurisdictions through one-on-one facility meetings. The activities will include a review of
educational materials developed in this project, site walk-throughs, and assistance in answering questions about stormwater management on-site. In parallel, recommendations and education will be provided on identification of applicable Best Management Practices (BMPs) for situations that have the potential for creating stormwater pollution including those activities associated with handling, storage or disposal of hazardous, toxic, and solid waste and materials including source control and structural BMPs.

Develop a database of stormwater education and research needs to help determine priorities and topics of interest.

Conduct review of Stormwater Centers in the nation and analyze areas of research and educational programs that could be deployed through the Municipal Resource Center Program at the WSC Center.

Track the number of inquiries to the Municipal Resource Center and on-site visits.

Develop and conduct participant surveys assessing trends in implementation, knowledge gained and practice change for stormwater management principles and practices.

Compile comments and track adoption of BMPs by jurisdictional categories.

10% Time Program coordination
Establish advisory committee.

Coordinate the development of the Municipal Resource Program with the WSC Manager.

Assist other WSC staff in addressing the needs of stormwater permittees.

Develop Implementation Plan for the year's Municipal Resource Program and conduct annual review.

5% Time Other
Perform other duties as assigned.

Position Qualifications
Required
A Bachelor's degree in a relevant extension program discipline and two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Relevant program disciplines include engineering, hydrology, physics, environmental science, or other closely related field of study.

Demonstrated professional experience in program leadership and project management.

Demonstrated background in working with the municipal or county community.

Demonstrated knowledge experience and understanding of current stormwater regulations, water quality issues, and Phase One and Phase Two stormwater permit requirements.
Strong skills in computer software such as desktop and web publishing and database management techniques.

Must have, or be able to obtain at time of hire, a valid unrestricted Washington State driver's license.

**Preferred Qualifications**
Masters degree in Water Management or Engineering.

At least five years of professional experience in program coordination and project management.

Experience working with federal, state, private, tribal, and academic stakeholders.

**Essential Work Competencies**

**Knowledge, Skills, Abilities or Competencies**
- Knowledge of the basic principles and practices and WSU policies, associated with personnel management and supervision.
- Knowledge of current stormwater regulations, water quality issues, and the Municipal Stormwater Permit.
- Program coordination and project management skills.
- Demonstrated computer software skills, including the ability to create and maintain web pages, use office software, such as databases, spreadsheets, word processing.
- Skills in organizing and expressing ideas in oral and written communication.
- Skills in evaluating procedures and modifying, if necessary.
- Demonstrated interpersonal, written and oral communication skills.
- Skill in directing the work of others.
- Skill in planning, developing, and producing events and special projects.
- Ability to analyze complex issues, conduct thorough and appropriate fact finding inquiries, reason logically, and articulate sound solutions.
- Ability to provide counsel and remain neutral in situations involving interpersonal conflict.
- Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.
- Ability to establish and maintain effective and cooperative working relationships within the department, the university, outside agencies, and other organizations.
- Ability to maintain confidentiality, to the extent allowed by law.
- Ability to apply technical knowledge to develop effective training opportunities.
- Commitment to Diversity - an appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU.

**Mental Requirements**
- Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Ability to work effectively and efficiently in high stress and conflict situations.
- Ability to simultaneously address multiple complex problems.
- Ability to multitask without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.
- Ability to work and sustain attention with distractions and/or interruptions.
- Ability to interact appropriately with a variety of individuals including customers/clients.
- Ability to deal with people under adverse circumstances.
- Ability to work as an integral part of a team.
• Ability to maintain regular attendance and be punctual.
• Ability to understand, remember and follow verbal and written instructions.
• Ability to complete assigned tasks without direct supervision.
• Ability to exercise independent judgment and make decisions.
• Ability to perform under stress and/or in emergencies.
• Ability to perform in situations requiring speed, deadlines, or productivity quotas.

Application Procedure
Closing Date for receipt of applications is May 24, 2012. To apply visit: www.wsujobs.com. Be prepared to submit a letter of application addressing all the required the preferred qualifications, a detailed resume, and the names and contact information for three professional references.

Washington State University is an Equal Employment Opportunity/Affirmative Action employer and educator.