CITY OF OLYMPIA
invites applications for the position of:

Stormwater Outreach
Senior Program Specialist

SALARY:  $28.67 - $34.85 Hourly
          $4,968.89 - $6,039.87 Monthly
          $59,626.74 - $72,478.43 Annually

OPENING DATE:  06/29/15
CLOSING DATE: Open until filled, (to be considered for the first round of interviews applications should be submitted by or before 07/10/15 11:59 PM)

DESCRIPTION:
The Public Works Water Resources Line of Business is looking for a qualified and motivated professional to develop and implement programs related to Stormwater Education and Outreach. This may include supervising interns and/or subordinate staff; development and administration of professional service contracts (i.e., graphic design, marketing, advertising, environmental and/or educational professionals.)

A significant portion of this position’s time is anticipated to be spent developing and implementing specific targeted outreach programs for businesses including but not limited to: food service, automotive, landscaping and construction; as well as residential populations. As such, a background working within and/or with these industries is a plus.

Ideal Candidate Profile

- Experience developing and implementing stormwater outreach programs.
- Strong background in project management with demonstrable skills managing multiple projects and deadlines.
- Academic training and/or experience with stormwater and/or related green/sustainable industries.
- Experience supervising interns and subordinate staff.
- Ability to manage all aspects of program implementation and take proactive ownership of programs.
- Working knowledge of specific business sectors including but not limited to: Food Service, Automotive, Landscaping, Construction, etc.
- Committed to a work environment that values respect, collaboration, innovation and excellence.

To Apply

- Submit a resume and cover letter by attaching them to your electronic application. The cover letter must be no more than two pages long and include specific examples of how you meet the Ideal Candidate profile (above).
- In order to be considered for the first round of interviews, submit your application by or before Friday, July 10, 2015 11:59 p.m.
• Only electronic applications are accepted.

Contact Information
If you have questions about the position and/or requirements, please contact Joe Roush, Environmental Services Supervisor, at (360) 753-8563 or via email at jroush@ci.olympia.wa.us

EXAMPLES OF ESSENTIAL DUTIES:
The essential functions of this position include but are not limited to:

• Ability to establish working relationships with elected officials and a wide range of stakeholders.
• Ability to write about and discuss complex topics with a variety of audiences.
• Develop innovative plans and programs based on research, policy analysis and data evaluation.
• Manage all aspects of program development and implementation, including budget, scheduling, contracting, managing grants, facilitating stakeholder input, and use of performance measures.
• Develop and facilitate public involvement processes.
• Make recommendations on policy, write reports for and make presentations to the City Council on public policy issues.
• Coordinate with other government agencies and community organizations.
• Punctual, regular and reliable attendance is essential for successful job performance.

TYPICAL QUALIFICATIONS:
Knowledge/Skills/Abilities:

• Knowledge of stormwater outreach methods and principles.
• Knowledge of local government decision-making processes.
• Skill and experience developing and implementing public education and outreach programs.
• Skill and experience analyzing data, conducting research, and developing evaluation methodologies.
• Skill and experience proactively managing all aspects of program development and implementation.

Experience/Education:

• Four year degree in Communication, Environmental education, Environmental Science or a closely related field and two years related experience required.
• Qualifying work experience may be substituted for the degree on a year-for-year basis.
• Specialized certifications in related fields (Low Impact Development, Sustainable Design, Community Based Social Marketing, etc.) is a plus.

Special Requirements:

• Must possess a valid Washington State Driver's License.

SUPPLEMENTAL INFORMATION:
Contacts:

• The Senior Program Specialist is the City’s principal advocate for the assigned program.
• Programs are generally in the area of great public concern, requiring substantial public input and involvement.
• Frequent, successful contact and interaction with a variety of individuals and groups both inside and outside the City is critical to job and program success.
• Contacts with a wide diversity of individuals and groups are for the purpose of information sharing, soliciting involvement, providing leadership, consensus-building and problem resolution, and general communication.
• Technical expertise, diplomacy, professionalism, enthusiasm and strong communication/interpersonal skills are required.

Supervision:

• Responsible to provide leadership on inter-disciplinary teams composed of members of the general public, other governmental jurisdictions and other City employees.
• Responsible to provide day-to-day supervision of seasonal employees, interns and volunteers.

Accountability:

• The Senior Program Specialist is accountable for creating a positive public image for the assigned program; gaining volunteer commitment and support; and raising public consciousness regarding program objectives.

Working Conditions:

• The Senior Program Specialist works from an office in a busy, public-oriented City facility.
• Flexibility is required for attendance at various meetings outside the typical work day and at other locations.
• Depending on assignment, work may be performed outdoors and in inclement weather; sufficient mobility to navigate uneven terrain may be required.

In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.olympiawa.gov

PO Box 1967
Olympia, WA 98506
360-753-8305

Position #1500049
STORMWATER OUTREACH SENIOR PROGRAM SPECIALIST CW

Stormwater Outreach Senior Program Specialist Supplemental Questionnaire

* 1. How many years of experience do you have performing Stormwater or related outreach?
   □ None
   □ 6 Months
   □ 1 - 2 Years
   □ 2 - 3 Years
2. How many years of experience do you have working in and/or with specific business sectors? (food industry, automotive, landscaping, etc.)

- None
- 6 Months
- 1 - 2 Years
- 2 - 3 Years
- 3 - 5 Years
- More than 5 Years

* 3. Describe the type and scope of activities you have performed and/or supervised others in performing, specific to the business sectors described above.

* 4. Describe the type of activities you have performed and/or supervised others in performing, specifically related to stormwater outreach.

* 5. What is the level of experience you have developing/implementing outreach programs?

- None
- I have implemented outreach programs others have developed
- I have developed and implemented outreach programs

* Required Question