

SNOHOMISH COUNTY JOB DESCRIPTION

WATER RESOURCES COORDINATOR

Spec. No. 3172

BASIC FUNCTION

To plan, coordinate and administer the county's water resource programs.

STATEMENT OF DUTIES

1. Plans, coordinates and administers the Critical Habitat Assessment Program, the Adopt-A-Stream Program and other water resource programs as required; prepares and administers program budgets; ensures that program operations comply with applicable federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
2. Coordinates and supervises program operations; establishes work priorities and assigns work to subordinate employees; provides technical assistance to other public works sections as required; coordinates operations with other county departments and programs, outside agencies, citizen groups and the general public as necessary.
3. Supervises and evaluates the work of subordinate employees as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
4. Supervises and participates in the preparation of needs assessments, project designs to address identified needs, and negotiates participation contracts with various groups, agencies and individuals.
5. Prepares grant applications and related documents; seeks alternative and supplemental funding sources as appropriate; presents applications to various boards for approval as required; maintains liaison with representatives of funding agencies as necessary.
6. Serves as liaison with various community groups, governmental agencies, media representatives and other interested parties in order to promote water resource programs; represents assigned programs before the County Council, various community groups and outside agencies as necessary; may conduct public hearings to explain program plans and solicit public input, as required; may organize and provide assistance to various community groups.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in engineering, planning, or environmental studies; AND, four (4) years experience in water resources related work in a public agency; OR, any combination of training and/or experience that provides the required knowledge and abilities. Prior experience in locating grant sources and preparing applications is preferred. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid State of Washington Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- federal, state and local water resource laws, rules and regulations;
- the principles and practices of program planning, organization and administration;
- the principles, practices and procedures associated with budget and grant preparation and administration;
- the principles and practices of contract negotiation and administration;
- the methods and techniques used in conducting needs assessments;
- the literature, trends and developments in the water resources field.

Ability to:

- effectively plan, coordinate and administer water resource programs;
- effectively supervise and evaluate the work of subordinate employees;
- develops program plans and budgets;
- allocate and make effective use of available resources;
- assesses the relative advantages and disadvantages of alternative courses of action;
- gather, analyze, synthesize and evaluate a variety of data including statistical data;
- read interpret and apply federal, state and local laws, rules and regulations governing assigned programs;
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems;
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public;
- communicate effectively, both orally and in writing;
- prepare a variety of correspondence, report, and other written materials including grant applications and related documents.

SUPERVISION

The employee reports to and receives direction from the Land Development Engineering Manager. The employee supervises various temporary employees. The work requires considerable independent judgment and discretion in developing and achieving program goals and objectives. The work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

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WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of attending community meetings, coordinating program activities and so on. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1985
Previous Spec No. 415
EEO Category: 2 – Professionals
Pay Grade: 242 – Classified Pay Plan