

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Assistant Director of Natural Resources

E-PLAN

DEPARTMENT: Public Works - Natural Resources

SG:E2-16

CS:N

FLSA:N

EEO4CODE:OA

JOB SUMMARY:

Oversees daily operations and assists the Director in developing and carrying out plans, programs, budgets, policies, procedures and initiatives of the Public Works Natural Resources Division. Works with other agencies and groups to accomplish the work, mission, goals, and vision of assigned areas and the City. Assures compliance with department and city policies and procedures, collective bargaining agreements and legal requirements. Promotes the Public Service competencies of service orientation, results orientation and teamwork and cooperation. Ensures that business practices and standards of performance are met for projects, tasks and responsibilities and accomplished in an effective and cost-efficient manner. Engages in significant community engagement and public involvement with elected officials, other policy makers, and citizens. Develops relationships with staff, other departments and individuals outside City government that encourage participation, teamwork, effective relationships and use of resources. Represents the City of Bellingham by maintaining a professional approach and demeanor in all activities.

SUPERVISORY RELATIONSHIP:

Reports to the Public Works Director. Work is performed under general guidance and direction and the guidance of applicable local, state and federal regulations, policies and procedures. Serves as a senior member of the Public Works management team. Works independently to provide supervision, guidance and direction to the Natural Resources Division Staff. Acts in responsible charge in the Director's absence.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists the Public Works Director in providing planning, leadership and direction in the development of strategic short and long-range plans, programs, goals, performance measures and objectives for the Natural Resources Division.
2. On behalf of the Director, assists the Mayor, City Council, and other City departments in the establishment and implementation of various city policies, procedures, and regulations relating to the Natural Resources Division.
3. Provides technical, administrative and fiscal direction to the Natural Resources Division of the Public Works Department. This includes program planning and management, budget preparation, coordination with staff from other departments and agencies involved in environmental initiatives and personnel administration.
4. Oversees the management responsibility for assigned services and activities of the Public Works Natural Resources Division including environmental policy, environmental education, stream and habitat restoration, watershed planning/management, and storm and surface water utilities.

5. Facilitates and coordinates cooperative planning in conjunction with other divisions, departments, outside governmental agencies, community resources and entities as required.
6. Supervises division management staff and other staff, as assigned, in compliance with City policies and procedures. Oversees and reviews the work of direct reports. Provides leadership and motivation to work teams. Hires staff members and manages performance in consultation with the Director and Human Resources. Includes providing for appropriate training, conducting regular performance appraisals and administering corrective action.
7. Manages employee relations for the Division. Establishes systems for communication and cooperation among and with staff through periodic staff meetings, individual meetings, and other appropriate means. Ensures supervisors accomplish annual staff performance appraisals and performance development plans. Consults with supervisors regarding personnel actions. Handles labor relations issues arising out of the work area in compliance with labor agreements and personnel policies.
8. Represents the Department internally and externally. Presents reports, recommendations, budgets and issues for resolution to department heads, Mayor, City Council, boards and commissions, including summarizing data and statistics and analyzing findings. May represent the department director at public meetings of citizens or special interest groups and other public settings. Serves on boards and committees.
9. Acts as a technical resource to management and employees. Keeps current in new developments in the field through professional membership, attendance at conferences, networking with other professionals, research and reading. Uses this contemporary knowledge for program, work system, and service delivery improvements.
10. Directs activities with available personnel and in compliance with guidelines, procedures and regulations. Identifies trends and problems hindering progress and develops and implements recommendations for problem resolution with appropriate management and staff.
11. Directs or conducts research to obtain required data for policy, procedure or program establishment or review, as assigned. Reviews, interprets and prepares data to analyze, prepares reports, and makes recommendations about which programs and/or major project proposals should be initiated, modified or dropped.

ADDITIONAL WORK PERFORMED:

1. Assumes administrative responsibility in the absence of the Director.
2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of Public Works Department operations and procedures and the operations of other City departments with related responsibilities.
- Working knowledge of relevant government and/or community institutions, organizations, procedures and processes, and pertinent federal, state and local regulations. Familiarity with area neighborhood issues and environmental concerns.

- Fiscal management including budget preparation, grant and contract administration, service and intergovernmental contract administration, cost and budget analysis, expenditure control and records management.
- The Lake Whatcom Reservoir Management Program's purpose, policies and procedures, functions and practices, including a working knowledge of freshwater ecology and water supply issues.
- Environmental sciences, including biology, ecology and hydrology.
- Government processes, including legislative, regulatory, agency mandates and local authority.
- Current principles, practices, strategies and techniques of preserving, protecting and enhancing water resources.
- Applicable local, state and federal laws, rules, regulations, policies and procedures related to the areas of assignment.
- Computer operation and a variety of software including work processing, spreadsheet, database and other applications specific to the area of assignment.
- Safety and security hazards, precautions, standards, policies and procedures pertinent to the area of assignment.

Skill in:

- Leadership and supervisory skills, problem analysis and resolution, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management skills.
- Strategic planning and development of short and long-term plans and programs.
- Estimating and analyzing costs and effectiveness of programs, monitoring information, working accurately with numbers, and interpreting statistical information.
- Listening attentively and communicating effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing and directing preparation of comprehensive written reports, materials and correspondence.

Ability to:

- Apply good judgment and problem-solving techniques to make reasoned, timely and consistent decisions on administrative matters and resolve technical problems.
- Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain the cooperation of others and establish and maintain effective teams and a professional relationship and rapport with public officials, representatives of other agencies or entities, department heads, co-workers, employees and diverse members of the public.
- Maintain a high level of personal and professional integrity and honesty.
- Maintain current knowledge for assigned areas and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
 - Occasionally move between work sites;
 - Infrequently traverse on uneven surfaces such as gravel parking lots, docks, and lake side beaches with a mix of sand, gravel, pebbles and rocks;
 - Infrequently travel, sit and move about a boat on the water.

WORKING ENVIRONMENT:

Work is performed in an office setting and at field locations throughout the City and involves travel to various work sites and meeting locations and professional meetings. Extended periods of concentration and sedentary work are required. May include walking for long distances through varying terrain. Possibility of exposure to a variety of environmental allergens standard to the area of assignment. Frequently drives motor vehicle to perform duties. Uses appropriate safety equipment and follows established safety policies, practices and procedures. This is a position with minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree with emphasis in science such as hydrology, ecology, environmental science, or water resource management with knowledge in business or public administration required; master's degree preferred.
- Minimum of five (5) years progressively responsible experience in water resources and stormwater management and planning, including three (3) years of supervisory experience required.
- Municipal supervisory experience preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Willingness and ability to frequently attend and participate in evening meetings.

PREPARED BY:

C. Gatza
A. Beatty
08/12

REVIEWED BY: _____

Eric Johnston,
Director of Public Works