City of Bellingham
Classification Specification

CLASS TITLE	**Natural Resources Program Technician III**
DEPARTMENT	**Public Works - Natural Resources**

UNION: 114
SG: 14
CS: Y
FLSA: Y
EE04CODE: PP

NATURE OF WORK:

Responsible for performing advanced paraprofessional environmental analysis and complex technical support activities to support a broad program area in a lead role for the Natural Resources Division of Public Works. Oversees the day-to-day operation of assigned program area including coordination of projects and administration of contracts and grants. Researches questions, investigates issues, evaluates program and project components, makes recommendations and carries out program objectives under the direction of a manager. Utilizes advanced technical knowledge to resolve problems and achieve goals.

DISTINGUISHING CHARACTERISTICS:

The NR Program Technician III is distinguished from the NR Program Technician II by the emphasis of the former on applying advanced, comprehensive technical knowledge in support of a broad program area with a wider span of impact including diverse projects and issues and responsibility for performing a variety of program support activities whereas the Natural Resources Program Technician II is responsible for the day-to-day operation of a specific Natural Resources program area requiring specialized knowledge and expertise. The Natural Resources Program Technician III serves in a lead role and exercises a greater level of independence and discretion in performing job duties.

SUPERVISORY RELATIONSHIPS:

Reports to various managers, depending upon the program. Works under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies and procedures. Provides technical guidance and oversees the daily work of lower classified staff, interns, extra labor or temporary employees as assigned.

ESSENTIAL FUNCTIONS:

1. Develops, recommends and implements standard practices and procedures for the activities of assigned program area; assists in establishing short and long-range program goals and objectives.

2. Participates in project planning and development activities; conducts technical studies, develops and recommends project scope and objectives, assists in evaluation of

proposals, participates in selection of consultants, assists in administering terms and conditions of project contracts; monitors project costs and work progress.

2. Participates in and may lead project teams and work groups including City staff, partner jurisdictions and external stakeholders to coordinate and implement program and project goals and activities.

2. Performs advanced administrative and technical assignments in support of assigned program area; uses appropriate analysis and information-gathering processes to obtain required information; interprets rules, regulations, laws and policies related to program area; performs analyses and summarizes findings; makes recommendations and implements program goals and objectives.

2. Leads and conducts outreach activities and/or provides direct services to citizens and/or employees with an emphasis on customer service. Responds to requests for information and provides technical information, support and problem resolution for assigned program area. Identifies areas of concern and develops recommendations for solutions and improvements. Coordinates sharing of information to ensure consistency in program delivery methods and messaging.

3. Administers contracts and grants in support of assigned program areas; ensures compliance with requirements; updates and submits reports; drafts applications, proposals and related documents for review by management staff. Prepares a variety of technical and/or statistical documents and materials ranging from routine to complex; creates forms, charts, tables and spreadsheets involving data manipulation; reviews documents for accuracy and compliance with program and City requirements.

4. Conducts research, analyzes data, makes recommendations based on findings and drafts policy and procedure documents to address identified program or project needs and issues under the direction of a manager. Implements new or existing statutory requirements of program area.

5. Assesses, collects, compiles, reviews, audits and enters statistical and technical or information into software programs. Synthesizes data or makes recommendations based on information obtained.

6. Serves as records manager for assigned program area; maintains and updates filing system; responsible for compliance with records maintenance rules, regulations and retention schedules.

7. Provides advanced, comprehensive technical guidance and training to City staff and external stakeholders. Oversees the work of lower classified staff, interns, extra labor or temporary employees as assigned.

8. Assists in budget development and monitoring for program area. Performs a variety of general accounting duties related to auditing, program revenue and expenditures or grant compliance. Monitors, tracks and ensures compliance with program requirements and established fiscal policies and procedures.

ADDITIONAL WORK PERFORMED:

1. Performs related duties within the scope of the classification.
2. Represents department on various City committees or activities.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):

Knowledge of:

- Theory and principals of environmental investigations, protection, restoration and management; or natural resource management.
- Analytical techniques and scientific principals used to evaluate natural resource programs or projects.
- Methods as used in applying generally accepted environmental or natural resource standards to the source or problem being reviewed.
- Principals and practices of project management and evaluation.
- Knowledge of federal, state and local program-related codes and regulations, policies and procedures.
- Demonstrated advanced knowledge of the technical program area.
- Knowledge of research, interviewing and investigative methods.

Skill in:

- Techniques used in analyzing data, evaluating facts and determining alternative solutions.
- Providing training, organizing and directing work and motivating assigned staff.
- Strong customer service skills to work with a variety of personnel and citizens using tact, courtesy and good judgment.
- Strong skills in organization and planning, problem analysis, decision making, adaptability and flexibility.
- Strong literacy skills including reading, composition, knowledge of standard and business English usage, punctuation, spelling, grammar and formatting.

Ability to:

- Perform technical policy research and analyze complex problems, evaluate alternatives and recommend effective courses of action.
- Work independently to carry out the responsibilities of the position.
- Prioritize, delegate and review work assignments, including the ability to give written and oral instructions and motivate employees.
- Ability to communicate technical information in a clear manner to others in both verbal and written form.
- Utilize computerized information systems and proficient use of word processing, spreadsheet and database programs.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:

- Frequently operate a computer and read a computer screen or typewritten page;
- Frequently communicate verbally;
- Move between work sites;
- Occasionally lift or transport objects weighing up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation as well as outdoors in all weather conditions and on uneven terrain.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in natural resources, environmental science, civil engineering or related discipline, AND
- Six years of experience in related Natural Resources program area, OR
- High school diploma OR a General Equivalency Diploma (GED), AND
- Ten years of experience in related Natural Resources program area.
- Experience in contract and/or grant administration.
- Project management experience preferred.
- An equivalent combination of experience and training that provides the applicant with the knowledge and skills to perform the job may be considered.

NECESSARY SPECIAL REQUIREMENT:

- Some positions may require a valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire for positions requiring a driver's license.
- Some positions may require state certification to perform work.
- Employment contingent upon passing a criminal conviction and local background check.

PREPARED BY: A. Sullivan
3/19

REVIEWED BY:_____
Renee LaCroix, Asst. Director
Public Works Natural Resources

_____
Ted Carlson
Director of Public Works

COMMISSION ADOPTION: June 12, 2019