City of Bellingham
Classification Specification

CLASS TITLE	**Natural Resources Program Technician I, Natural Resources Program Technician II**
DEPARTMENT	**Public Works - Natural Resources**
UNION:	**1937**
SG:	**110/111**
CS:	**Y**
FLSA:	**Y**
EE04CODE:	**PP**

NATURE OF WORK:

Responsible for performing advanced technical support activities and paraprofessional work to support a specific program area for the Natural Resources Division of Public Works. Possesses knowledge of the technical workings of a specific program or area of expertise and is responsible for the day-to-day operation of the program. Researches questions, investigates issues, evaluates program components, makes recommendations and carries out program objectives under the direction of a manager or professional staff. Utilizes specialized technical knowledge of the particular program to resolve problems and achieve goals.

DISTINGUISHING CHARACTERISTICS:

The Natural Resources Program Technician is distinguished from other classifications by its emphasis on technical work requiring specialized knowledge and expertise for a Natural Resources program area under the direction of professional staff.

Natural Resources Program Technician I:

The Natural Resources Program Technician I is distinguished from the NR Program Technician II by a greater level of supervision and instruction required in the performance of assigned duties. Incumbents at this level typically receive instruction or assistance as new or unusual situations arise. Incumbents in this position will move to Natural Resources Program Technician II in a non-competitive promotion upon completing four years as a NR Program Technician I.

Natural Resources Program Technician II:

The NR Program Technician II is distinguished from the NR Program Technician I by the greater level of experience and independence in performing job duties. In accordance with established procedures, the Natural Resources Program Technician II is expected to perform the full range of routine to complex duties within the scope of the classification with minimal supervision. Note: A person with the requisite experience and training may be hired in at the Natural Resources Program Technician II level.

SUPERVISORY RELATIONSHIPS:

Reports to various managers, depending upon the program. May receive direction from professional staff. Works under general supervision and the guidance of applicable federal, state

and local statutes, regulations, policies and procedures. May provide technical guidance and oversee the daily work of lower classified staff, interns, extra labor or temporary employees.

ESSENTIAL FUNCTIONS:

1. Performs advanced administrative and technical assignments in support of assigned program area; uses appropriate analysis and information-gathering processes to obtain required information; performs analyses and summarizes findings; makes recommendations and assists in implementing program goals and objectives; coordinates program activities with other City staff and outside agencies.

2. 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 specialized technical information and/or administrative assistance, support and problem resolution within a specific program area.

3. Prepares a variety of technical and/or statistical documents, reports, correspondence, memoranda, contracts, policies, procedures, agenda and other 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 instruction and training to lower classified technical staff and support staff.

8. Performs a variety of general accounting duties related to program budgeting, 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:

- 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:

- 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:

- 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 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 FOR NR PROGRAM TECHNICIAN I:

- Bachelor's degree in natural resources or related discipline, OR
- High school diploma OR a General Equivalency Diploma (GED), AND
- A minimum of four (4) years of experience in related Natural Resources program area. Some positions may require greater experience.

EXPERIENCE AND TRAINING REQUIREMENTS FOR NR PROGRAM TECHNICIAN II:

- Bachelor's degree in natural resources or related discipline, AND
- Four (4) years of experience in related Natural Resources program area; OR
- High school diploma or a General Equivalency Diploma (GED), AND
- Eight (8) years of experience in related Natural Resources program area. Some positions may require greater experience. OR
- Four (4) years of experience as a Natural Resources Program Technician I at the City of Bellingham.

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 8/16

REVIEWED BY: _____
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Public Works Natural Resources

REVISED BY: E. Weinberg 5/24

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Eric Johnston
Director of Public Works

COMMISSION ADOPTION: June 12, 2024