

POSITION TITLE: Permit and Professional Outreach Coordinator

REPORTS TO: Administration

STATUS: Exempt FLSA

SALARY: \$48,000 - \$69,000

PRIMARY OBJECTIVE:

The Permit and Professional Outreach Coordinator is responsible for the permitting program and development and implementation of professional trainings and outreach about our water resources. The individual will work with the permitting team in reviewing and managing the permitting program for the District. He or she will also work in partnership with staff, the District Engineer, agency and city counterparts, community members and private contractors to develop and implement trainings for professionals and the public whose work or activities impact water resources.

MAJOR AREAS OF ACCOUNTABILITY/ESSENTIAL JOB FUNCTIONS

Permitting

1. Assist Permit Team in the review of permit applications, site plans, and other materials; help perform investigations and research to make recommendations on permit approvals, variances or exceptions.
 - Assists permit applicants with applicability and requirements of District rules, policies, and procedures.
 - Prepares necessary correspondence with applicants or their representatives as needed.
 - Maintains complete records of permit applications.
 - Assures that permits are processed in accordance with all statutory guidelines and District policy.
 - Coordinates review of all permits with Administrator and District Engineer.
 - Presents permit variances and permits requested for a public hearing to the Board as necessary.
 - Ensures ongoing compliance with Board conditions.
 - Monitors permitted sites to ensure compliance with District rules as needed.
2. Assist in the preparation of reports regarding permit issuance for the Board of Managers.
 - Prepares reports for District Administrator as required/requested.
 - Regularly attends Board of Managers meetings for permit presentations.
3. Communicates and corresponds with cities, builders, contractors, engineers, and the public concerning District permit related activities.
 - Responds to permit related inquiries.
 - Responds to public inquiries concerning general District activities.

- Regularly meets and communicates with city officials, developers, builders, contractors, engineers, and neighborhood groups to present information regarding RPBCWD permitting program and process.
 - Implements multi-media and water resource related presentations.
4. Develop and maintain database and filing systems for permits and permitting related issues.
 - Ensures permits are filed on a timely basis.
 - Manages and tracks fees, sureties, and permit reimbursables (e.g. consultant fees).
 - Manages and tracks outstanding conditions on permits conditionally approved by the Board of Managers.
 - Reviews and manages documentation of Maintenance Agreements required for permits.
 - Maintains records of permits with active construction sites.
 - Reviews and manages as-built data for permits with completed construction.
 - Reviews and manages annual reporting or monitoring data required for permits with completed construction.
 - Modifies database organization and structure as needed to ensure documents are tracked accurately.
 5. Serve on the Technical Environmental Panel and review wetland notifications.
 6. Assists in the development of District Rules, policies and procedures relating to permitting.
 - Tracks rule changes recommended by the Board, staff, consultants, and others.
 - Once a year, prepare a report of recommended rule changes and present it to the District Administrator.
 - Assists in the development of language for rule changes.
 - Make recommendations to the District Administrator on policy or procedural changes needed to improve the permitting process.

Professional Outreach

1. Implement targeted trainings to support RPBCWD activities for professionals.
 - a. Coordinate research, assessments, and studies necessary to inform and evaluate training needs.
 - b. Manage the activities of the training programs, including developing a budget for each training program, maintaining records, and reporting to ensure that trainings are efficiently implemented and evaluated. Participate on staff/consultant team to identify needed changes and modify training strategy.
 - c. Cooperate with other staff, contributing ideas, providing comments when requested to ensure effective internal and external communication and collaboration.

2. Serve as the RPBCWD's representative on local and regional professional committees to ensure coordination of communication with other entities

Overall

1. Develop annual position work plan in consultation with Administrator to ensure understanding and agreement on position responsibilities and expectations. Contribute information to the budget planning process regarding program activities. Contribute to organizational planning process to ensure that programs are carried out efficiently
2. Develop and monitor budget for assigned program area and obtain approval on budget items from the Administrator
3. Keep informed of current issues that other agencies, LGUs and special interest groups are dealing with related to assigned work program areas. Keep staff informed of updated information on policies, research, and trends through written and verbal communication to ensure that the organization's programs are efficiently coordinated
4. Ensure that expertise and related skills are developed and maintained by conducting research and attending training programs as approved within budgetary guidelines
5. Perform miscellaneous office duties.

KNOWLEDGE, SKILLS AND ABILITIES: Experience: An Undergraduate degree in Natural Resources/Environmental Science or related field is required, with at least five year of related work experience preferred. Must possess excellent communication skills, organizational skills and demonstrate experience in organizing and coordinating groups of people. Must be willing to travel throughout the watershed and organize/attend occasional evening and weekend meetings. Must possess valid driver's license and ability to operate a motor vehicle. Perform outdoor activities that require walking in diverse field conditions, exposures not limited to heat and wet conditions, and position changes, lifting, pushing, and pulling requirement up to 50 pounds on a regular basis..

Additional Preferred Skills Required:

1. Is able to demonstrate advanced public speaking, writing, facilitation, networking, and interpersonal communication skills
2. Is able to demonstrate knowledge of public process in government, urban resource management and environmental issues, storm water management practices, program management techniques, public education/public information, design and graphics, and group dynamics and interactions
3. Is able to analyze technical reports, and to develop/coordinate/facilitate work teams and individuals
4. Is able to work successfully with considerable independence
5. Is knowledgeable of watershed-based planning, urban environmental planning, and preservation and restoration of urban ecosystems

SALARY

The salary range for this position is \$48,000 – \$69,000 annually, depending on qualifications and experience, plus benefits.

APPLICATION

Please send cover letter with resume along with the name of 3 references to:

Claire Bleser
District Administrator
Riley-Purgatory Bluff Creek Watershed District

cbleser@rpbcwd.org

DEADLINE: January 27, 2017 at 4:30pm