



Job Description for Water Quality Program Manager

Nature & Purpose of the Position

Pierce Conservation District (PCD) is seeking a full-time Water Quality Program Manager. This position will support the Water Quality program by working within the Chambers Creek and Tacoma-Commencement Bay basins to implement Green Stormwater Infrastructure programming and projects on private and public properties. By working deeply in target areas within these basins, building relationships, and integrating water quality topics into community conversations this position will be responsible for increasing the diversity and engagement level of community members participating in our work. This position works independently as well as in teams, both inside the organization and with community partners. This position requires strong program management abilities, excellent oral and written communication skills, the ability to develop relationships with diverse groups of people, interest in delivering programs using community centered design concepts, and some physical fieldwork.

The ideal candidate will have a proven track record of managing programming, projects, and engaging with diverse communities. They will be a strategic thinker committed to getting results in a complex environment and able to handle a heavy workload without dropping the ball and willing to work non-traditional hours.

About Pierce Conservation District

Pierce Conservation District is government that works. We work strategically and passionately to conserve and restore the natural resources of Pierce County. Our work improves both rural and urban communities to benefit the health and well-being of our citizens. We work in five core program areas: Water Quality Improvement, Farm Assistance, Habitat Restoration, Urban Agriculture, and Environmental Education. The District works for clean water, healthy soil, salmon recovery and local food access for all. When you join the Pierce Conservation District staff, you join a team of talented and committed people who are mission-driven and care deeply about improving our environment and our community.

Primary Job Responsibilities

The Water Quality Program Manager reports directly to the Water Quality Director, and is responsible for the following:

- Using current data and partners' strategic goals, identify up to three target areas to deeply engage the



PIERCE CONSERVATION DISTRICT

Over 70 Years of Conservation

308 West Stewart Avenue
P.O. Box 1057
Puyallup, WA 98371
www.piercecd.org
253.845.9770
Toll Free: 866.845.9485

community through facilitating community conversations and joining existing conversations around green stormwater projects

- Develop and deliver Financial Assistance program associated with Green Stormwater projects
- Update and elevate current Urban Water Quality programs for efficiency and increased community participation
- Working in community, identify, develop, and project manage and ongoing pipeline of Green Stormwater projects
- Manage, in cooperation with Program Director, grant and contract budget and reporting requirements

Secondary Job Responsibilities

While the District independently identifies and implements green stormwater projects, we also partner with jurisdictions, non-profits, and community in the role of a community organizer and event planner. Participating in efforts such as Earth Day South Sound, Green Tacoma Day, and Puyallup Watershed Initiative (PWI) provides the opportunity to strengthen our connection between stakeholders and community efforts. In this role this position will:

- Participate in large and small environmental efforts within target basins
- Manage external staff work plan as PCD's role within PWI committee
- Act as a community event planner and manage said event day-of
- Recruit and manage volunteers

Qualifications

We're seeking candidates who excel in **relationship-building and collaboration**, and are **detail-oriented and strategic thinkers**. You should have:

- Bachelor's degree or equivalent in Environmental Science or Studies, Urban Planning, Natural Sciences, or related field
- Demonstrated strong organizational skills to develop processes and organizational procedures to manage programs
- 3+ years managing programming in community
- Innovative and inspirational communicator that encourages the community to participate in programming
- Practiced in adaptive leadership
- Identifies, organizes, facilitates, establishes/sustains productive working relationships, partnerships and alliances with internal and external stakeholders
- Involves appropriate internal/external stakeholders in plans and decisions, shares specialized knowledge freely with others, and provides updates until completion



- Recognizes and respects the value of diversity and differing opinions
- Working independently to manage time and budget wisely while effectively prioritizing multiple and/or competing tasks
- Flexible schedule and ability to work some evenings and weekends

Desired Skills

- Demonstrated knowledge of Chambers Creek and Tacoma-Commencement Bay basins
- Comfortable speaking in front of small and large groups
- Familiar with ArcGIS Online
- Experience with green stormwater infrastructure projects
- Expertise in Microsoft Office programs, including Word, Excel, Outlook
- Understanding of diversity, equity and inclusion and how to implement programs equitably
- Ability to organize and manage diverse activities and set priorities
- Flexible and able to work well under pressure
- Ability to develop a positive working relationship with a variety of people including landowners, elected officials, staff and community volunteers
- Has successful experience working independently and in groups in both office and field settings

Physical Requirements and Working Conditions

Office and outdoor environment, occasional travel to a variety of locations to conduct work and may be exposed to typical hazards encountered at such work sites. This is a full-time position consisting of 40 hours/week. Position will require the flexibility to work community hours, not just traditional work hours. This includes some work on Saturdays and evenings.

Licenses, Certificates & Other Requirements

Valid Washington State driver's license at time of appointment with maintenance thereafter, or evidence of equivalent mobility.

Compensation & Benefits

Job Classification	Step Range
Specialist/Admin. Assistant 1	1-10
Specialist/Admin. Assistant 2	1-10
Specialist/Admin. Assistant 3	1-10
Specialist/Admin. Assistant 4	1-10
Program Coordinator 1	1-10



PIERCE CONSERVATION DISTRICT

Over 70 Years of Conservation

308 West Stewart Avenue
P.O. Box 1057
Puyallup, WA 98371
www.piercecd.org
253.845.9770
Toll Free: 866.845.9485

Program Coordinator 2	1-10
Program Coordinator 3	1-10
Program Manager 1	1-10
Program Manager 2	1-10
Program Manager 3	1-10
Senior Program Manager	1-10
Program Director 1	1-10
Program Director 2	1-10
Senior Director/Executive Director 1	1-10
Senior Director/Executive Director 2	1-10

This position is scheduled to be classified as a Program Manager level 2 or 3, step 1-3. You will have an annual salary between \$53,503-63,656, depending on qualifications and experience. This is a fulltime, non-exempt position. Benefits include retirement, 100% of premiums paid for medical/dental/vision for you and your dependents as well as accrued paid sick leave, annual leave, 10 paid holidays per year, District paid state family medical leave premium, an ORCA card and a training budget.

Pierce Conservation District is an equal opportunity employer, and we make an effort to recruit people of color and individuals from diverse backgrounds to apply for open positions.

To Apply:

Visit www.piercecd.org/Jobs.aspx and within the Water Quality Program Manager job description follow the “Apply Now” link and fill out the form, attaching both a cover letter and resume complete with three (3) professional references.

Interview process includes one 1-hour interview with a hiring committee of 3 PCD staff members followed by a homework exercise to complete within 48 hours.

Position open until filled. First review of applicants is: March 19, 2021
Earliest Projected Start Date: April 16, 2021

Contact Information:

Melissa Buckingham, Water Quality Director
253.845.9770 x109
MelissaB@PierceCD.org