San Juan County
Invites Applications for:
Puget Sound Recovery Coordinator

<table>
<thead>
<tr>
<th>Position:</th>
<th>Puget Sound Recovery Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Community Development</td>
</tr>
<tr>
<td>Type:</td>
<td>Regular, benefits, FLSA non-exempt</td>
</tr>
<tr>
<td></td>
<td>Part-time, 0.5 FTE (20 hours per week)</td>
</tr>
<tr>
<td></td>
<td>Note: This position is contingent on available grant funding.</td>
</tr>
<tr>
<td>Pay Range:</td>
<td>Range H-9 ($25.25 - $32.78 per hour)</td>
</tr>
<tr>
<td></td>
<td>Starting pay will be $25.25 – $27.55 per hour, depending on qualifications.</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Local 1849</td>
</tr>
<tr>
<td>Opening Date:</td>
<td>Monday, February 09, 2015</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>Open until filled. Screening begins February 27, 2015.</td>
</tr>
</tbody>
</table>

Submit Completed Applications to:
Human Resources, County Administration
350 Court Street, #5 (mailing address)
55 Second Street, Room 206 (office location)
Friday Harbor, WA 98250
FAX: (360) 370-5085

For information and application materials, contact:
www.sanjuanco.com or (360) 370-7402

EMPLOYMENT APPLICATION: An application form is required for all County job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information that will assist us in the review and selection process. Such information might include a cover letter, resume and/or references.

BENEFITS: The County provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. San Juan County’s holiday schedule recognizes eleven (11) days per year (one of which is a personal holiday). Sick leave is accrued at eight (8) hours per month. There is automatic enrollment in the Washington State retirement system. Leave benefits are pro-rated for part-time employees.

San Juan County is an Equal Opportunity Employer.

Please let us know if you need any accommodation to participate in the application process.
**Organization Description:** The Action Agenda Oversight Group (AAOG) is the designated Local Integrating Organization (LIO) for Watershed Regional Inventory Area (WRIA) #2. This area encompasses San Juan County, and includes the waters with treaty rights within the physical boundaries of San Juan County.

The AAOG is one of nine LIOs currently operating in the state of Washington. The LIOs are funded through and coordinated by the Puget Sound Partnership (PSP)—the state agency serving as the backbone organization for Puget Sound recovery. The Partnership coordinates the efforts of citizens, governments, tribes, scientists, businesses and nonprofits to set priorities, implement a regional recovery plan, and ensure accountability for results.

Local communities around the Puget Sound are working to integrate local efforts to advance the Action Agenda. Local governments, tribes, non-profit organizations, watershed, marine resource, and salmon recovery groups, interest groups, businesses, educational organizations, and citizens are collaborating to develop and coordinate local integrating organizations that foster implementation of Action Agenda priorities. The local integrating organizations enable communities to guide the implementation of Action Agenda priorities at an ecosystem scale, and to prioritize local actions for investment.

The AAOG serves as the SJ LIO, and is comprised of two committees: The Accountability Oversight Committee (AOC), which is the AAOG policy body The Implementation Committee (IC), the working group which works to instigate actions in response to identified ecosystem pressures in order to carry out near term actions contained in the San Juan chapter of the state Action Agenda.

**BASIC FUNCTION:** The Coordinator will manage the day-to-day operations, budget and communications for the Action Agenda Oversight Group. Develops and implements programs to achieve the goals and vision of the AAOG in accordance with established annual work plans. Prepares meeting agendas and materials for the committees and communicates meeting notices and materials with members, agencies and the public. Seeks grants and funding for the Near Term Actions, programs and activities. Represents San Juan County, the AAOG, and the Puget Sound Partnership promoting participation and building partnerships.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree in natural resource management, natural sciences, environmental policy, or related field. Proven ability to coordinate and facilitate groups effectively in a collaborative environment and strong oral and written communication skills. Experience working and communicating effectively with a variety of entities including state, federal, county and city agencies, tribes, the media, private groups, and landowners on environmental issues. Proven ability to work under tight timelines managing multiple overlapping tasks. Demonstrated grant writing and grant management experience. Understanding and familiarity with the environmental issues and history of the Puget Sound, Salish Sea, and San Juan County, including sensitivity to and awareness of tribal treaty rights. Experience organizing events and coordinating public outreach activities. Demonstrated ability to work independently and be self-directed. Proficiency in the use of technology, including website management, databases and budgeting software, as well as standard office software applications including those...
contained in MS Office Suite. General knowledge of data collection, monitoring, and evaluation methods.

**Additional Preferred Qualifications:**
- Master’s degree in coastal or marine affairs, communications, public policy, urban planning, natural resource management, or related field.
- Knowledge of current state, federal, and regional planning efforts pertaining to marine resources conservation and restoration.
- Familiarity with Washington’s Growth Management Act, Shoreline Master Program policies and Critical Areas Ordinance policies.
- Familiarity with the Puget Sound Partnership, Action Agenda, and roles and responsibilities of relevant state and federal agencies.
- Knowledge of San Juan County government, its citizenry, and the economic, environmental, and social issues of the San Juan Islands area.
- Proficiency in GIS and mapping technology,
- Any equivalent combination of education, training, and experience which provides the knowledge, skills and abilities to perform the essential job functions will be considered.

**PRINCIPAL DUTIES:**
1. Represent the LIO in promoting the objectives of both AOC and IC through communications, meetings, outreach activities, and conferences.
2. Arrange and facilitate meetings; develop agendas and materials for the AOC, and IC in partnership with the respective committee chairs; and organize meetings, workshops, retreats, and outreach events. Document and distribute meeting minutes and decisions.
3. Establish and maintain communication with the Puget Sound Partnership, tribes, other agencies, and the media.
4. Coordinate tasks and assignments as necessary to refine and update action agenda strategies, and provide updates to the SJC Council and the Puget Sound Partnership.
5. Coordinate tasks and assignments as necessary to facilitate implementation of action agenda strategies, and provide updates to the SJC Council and the Puget Sound Partnership.
6. Coordinate tasks and assignments as necessary to report on Near Term Action progress, costs, and budgets for each NTA; provide updates to the SJC Council and the Puget Sound Partnership.
7. Maintain the SJC LIO website to include all meeting materials, updates, and resources, as well as being the point of contact for building and supporting a member and issue list-serve.
8. Work with the AOC, IC, and PSP to ensure budgeting, contracting, administrative, and other operational needs are addressed in a timely and effective manner.
9. Maintain financial records, grant budgets, progress reports, and billing summaries, with proof of expenditures.
10. Identify new opportunities for funding, and facilitate the preparation and submittal of grant applications.
11. Oversee all contracts to ensure deliverables are met within the specified budget and timeframe. Direct the work of contractors and consultants.
12. Prepare annual report and draft annual work plans for AOC and PSP.
13. Develop outreach and communication materials; letters, articles, brochures, website, etc.
14. Adhere to the highest standard of ethics as a public employee in accordance with RCW42.52.
15. Other tasks as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discernment. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to analyze financial information and to develop and track multiple budgets.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Hours</td>
</tr>
<tr>
<td>Telephone</td>
<td>2</td>
</tr>
<tr>
<td>Computer</td>
<td>6+</td>
</tr>
<tr>
<td>Copy machine</td>
<td>2</td>
</tr>
<tr>
<td>Fax</td>
<td>.5</td>
</tr>
<tr>
<td>Presentation Equipment</td>
<td>4</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work involves some inter-island and intra-state travel, but is normally performed in an office/meeting environment.