Position Title: Salmon Recovery Lead Entity Coordinator  
Date: Aug. 17, 2006

Reports to: Community Development & Planning Director

Department: Community Development & Planning

FLSA Status: Non-exempt  
Positions Supervised: none

BASIC FUNCTION: The Lead Entity Coordinator will lead the local process for identifying and funding salmon recovery projects in San Juan County. Under the direction of the Director of the San Juan County Community Development and Planning Department, the Coordinator will be responsible for ensuring that salmon recovery objectives laid out in the watershed recovery plan are met by coordinating state and local processes and working with the Marine Resources Committee, a technical advisory group, and project sponsors to fund local recovery efforts. As a public employee, will adhere to the highest standard of ethics in accordance with RCW 42.52.

MINIMUM QUALIFICATIONS:
- Bachelors degree in management, natural sciences, environmental policy or related field.
- Strong ability to coordinate and facilitate groups effectively.
- Ability to work and communicate effectively with a variety of entities including, state, federal, county and city agencies, tribes, private groups and landowners.
- General knowledge of data collection, monitoring and evaluation.
- Ability to work under tight timelines with multiple and overlapping tasks.
- Demonstrated ability to work independently and be self directed.
- Strong oral and written communication skills.
- Familiarity with standard office software applications such as MS Word, PowerPoint, and Excel.

Additional Preferred Qualifications:
- Masters degree in coastal or marine affairs, communications, public policy, urban planning, management or related field.
- Knowledge of current state, federal and regional planning efforts pertaining to salmon recovery.
- Familiarity with Washington’s Growth Management Act, Shoreline Master Program policies and Critical Areas Ordinance policies.
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 -- Asterisk designates essential function

*1. Work with the Marine Resources Committee (MRC) to establish criteria for projects consistent with guidelines established by the Salmon Recovery Funding Board (SRFB) and the Puget Sound Salmon Recovery Plan.
*2. Solicit proposals for salmon recovery projects in the San Juan watershed.
*3. Coordinate with the MRC and the technical advisory group to review proposals.
*4. Work with the MRC to rank project proposals based on established guidelines and criteria.
*5. Oversee and manage State contracts and grants.
*6. Act as the County liaison to the SRFB.
*7. Represent San Juan County at meetings across the Puget Sound region.
*8. Coordinate with the Community Development & Planning Department (CD&P) and the MRC to ensure that WRIA 2 salmon strategies are recognized and addressed appropriately in the GMA-required update to county regulations including critical areas and shoreline master programs.
*9. Support the Community Development & Planning department in incorporating marine resource issues into shoreline management practices and policies.
*10. Performs work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the San Juan County Personnel Rules, providing courteous and efficient service.

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 discrimination. 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 calculate mathematical problems.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>1+</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Fax</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>4</td>
<td>x</td>
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</tbody>
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WORKING CONDITIONS: Work is performed in a normal office environment.