SAN JUAN COUNTY
POSITION DESCRIPTION

Classifications: Marine Program Coordinator
Pay Range: H-9
Bargaining Unit: Local 1849

Position Title: Marine Program Coordinator
Date: November, 2011
Reports to: Community Development & Planning Director
Department: Community Development & Planning
FLSA Status: Non-exempt
Supervised: None

BASIC FUNCTION: Manages the day-to-day operations, budget and communications for both the Local Integrating Organization (LIO) and the Marine Resources Committee (MRC). Develops and implements programs to achieve the goals and vision of the LIO and MRC in accordance with established annual work plans. Prepares meeting agendas and materials for both organizations and communicates meeting notices and materials with members, agencies and the public. Seeks grants and funding for the LIO and MRC programs and activities. Represents San Juan County, the LIO, and the MRC, 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. Program/project management experience – 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 their Marine Resources, 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 use of technology, including website management, databases and budgeting software, as well as standard office software applications such as MS Word, PowerPoint, and Excel. 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.
- 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:**  -- Asterisk designates essential function

*1. Represent the LIO and MRC in promoting the objectives of both groups through communications, meetings, outreach activities, and conferences. There are often overlapping membership and issues between the LIO and MRC – this position is structured to provide the core administrative support to both groups in the most efficient manner:
   • The LIO is responsible for organizing and supporting a committee of representative interests, (which may include local governments, tribes, private sector entities, watershed planning units, watershed councils, shellfish protection districts, regional fishery enhancement groups, marine resource committees (including those working with the Northwest Straits Commission), nearshore groups, watershed lead entities, and others) on the implementation of an Action Agenda to improve and support the environmental health of Puget Sound. Its two core committees are the Accountability Oversight Committee (AOC) and the Implementation Committee (IC).
   • The San Juan County Marine Resources Committee (MRC) was started in 1996 as a grassroots effort to establish local management of marine resources. Its mission is to protect and restore the marine waters, habitats and species of the Salish Sea to achieve ecosystem health and sustainable resource use.

*2. Arrange and facilitate meetings; develop agendas and materials for the MRC, 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. Maintain the SJC Action Agenda and MRC websites 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.

*4. Establish and maintain communication with the Puget Sound Partnership, Northwest Straits Commission, tribes, other agencies, and the media.

*5. Coordinate tasks and assignments as necessary to accomplish annual work plan objectives, refine and update action agenda strategies, meet grant deliverables for the Committees, and provide updates to the SJC Council and the Puget Sound Partnership.

*6. Work with the AOC, IC, and MRC to ensure budgeting, contracting, administrative, and other operational needs are addressed in a timely and effective manner.

*7. Maintain financial records, grant budgets, progress reports, and billing summaries, with proof of expenditures.

*8. Identify new opportunities for funding, and facilitate the preparation and submittal of grant applications.

*9. Oversee all contracts to ensure deliverables are met within the specified budget and timeframe. Direct the work of contractors and consultants.

*10. Prepare annual report and draft annual work plans for MRC review and submittal to the County Council. Assist with annual report submitted to FEATS system.

*11. Develop outreach and communication materials; letters, articles, brochures, website, etc.

*12. Adhere to the highest standard of ethics as a public employee in accordance with RCW42.52.

*13. 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:**

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<th>Equipment/Tool</th>
<th>Frequency of use</th>
<th>Monthly</th>
<th># of Hours</th>
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**WORKING CONDITIONS:** Work involves some inter-island and intra-state travel, but is normally performed in an office/meeting environment.

**FUNDING:** Position is entirely funded from grants. Continuation of position dependent upon continued grant-funding.