



# Employment Opportunity

Kittitas County, Washington

**POSTED: 2/9/15**

**CLOSES: 2/17/15**

## AIR QUALITY PROJECT SPECIALIST

The current vacancy in Public Health is a non-union, non-exempt, non-benefited project based position expected to begin as soon as possible. *This is a grant-funded position. Hours of work may vary slightly, but will be no more than 20 per week. The position is temporary and will end once the project is complete, or grant funds expire or deplete, whichever occurs first.* Anyone who meets the qualifications stated below may apply.

**SALARY RANGE:** \$15.00 per hour

### ESSENTIAL FUNCTIONS:

**Assist with the planning and implementation of the air quality follow up survey and assessment in Kittitas County as directed by the Environmental Health Supervisor and Assessment Coordinator:**

- Work with the Washington State Department Ecology to identify additional data needed
- Revise previous survey to include additional questions regarding education and outreach campaign and collect additional data regarding air quality in the community
- Get feedback from Ecology and others on draft survey
- Finalize survey
- Create and review distribution plan with Ecology and others
- Ensure distribution plan expansion won't skew survey results
- Finalize and implement distribution plan
- Enter and clean up survey data
- Complete initial analysis of survey data
- Share and collect feedback from Ecology and others
- Incorporate feedback and submit final reports
- Other duties as assigned

*This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.*

### MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent
- Ability to develop relationships, work effectively with, understand and accept community partners and people of diverse cultures and orientation
- Strong verbal and written communication skills
- Demonstrated knowledge & experience with Microsoft Office programs
- Valid Washington State driver's license
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5<sup>th</sup> Ave Suite 107 • Ellensburg, WA 98926  
(509) 962-7082 • FAX (509) 962-7083 • [hr@co.kittitas.wa.us](mailto:hr@co.kittitas.wa.us) • [www.co.kittitas.wa.us](http://www.co.kittitas.wa.us)

employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree or working towards a degree in public health, environmental health, or related field
- Previous experience with data collection and analysis

**WORKING CONDITIONS:**

Work is typically performed in an office environment but may include other locations. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Work in outdoor environments may include exposure to inclement weather such as temperature extremes and windy/dusty conditions; must be able to traverse a variety of walking surfaces as needed, including stairs. Safety rules and policies must be adhered to at all times, including proper lifting/carrying techniques and use of PPE when required.

Local and regional travel may be required. Must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of job duties, but will be reimbursed for mileage.

Regular attendance and punctuality are required and expected during the hours set forth by the supervisor. There may be variations in working hours that include occasional evening and weekend work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 4) Three (3) professional references. **Please note: All applications must be submitted online; paper copies will not be accepted.**