



Employment Opportunity

Kittitas County, Washington

POSTED: 11/19/2018

CLOSES: Open until filled

WATER RESOURCE PROGRAM MANAGER

The current vacancy in Public Works is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. This position manages the flood control zone and water resource utilities within Public Works. Anyone who meets the qualifications stated below may apply. Screening will commence on 12/03/2018 and continue until a suitable candidate has been found.

SALARY RANGE: \$7,340- \$9,876 per month.

ESSENTIAL FUNCTIONS

Develop, implement and manage the Water Resource Program of the County

- Serve as a liaison between the County Public Works Department, Public Health, the Board of County Commissioners, local water resource agencies, private water banks, the State of Washington, and the general public on issues and studies related to water resources in the region.
- Coordinate with Kittitas County's Water Resource Program staff on existing water banking projects; communicate regularly with the Board of County Commissioners, Public Health, other County Departments, municipal agencies, state agencies, and federal agencies regarding regional water resource issues and regulations.
- Manage the water resource monitoring program; provide guidance to the WRP Coordinator and Public Health to ensure a successful program.
- Manage compliance with the County's ground water use mitigation obligations.
- Work closely with Public Health and other County departments, regulatory agencies, and others in identifying and developing programs for managing new and existing uses of ground water in Kittitas County.
- Facilitate the acquisition, transfer and closing of water rights transactions as needed.
- Prepare regular reports of new and ongoing ground water uses associated with the County's water banking program for use by the County, regulatory agencies, and others.
- Monitor development trends associated with new uses of ground water and develop strategies to provide and require appropriate mitigation.
- Coordinate/conduct all water resource technical studies and information transfer.
- Manage the County's portfolio of water rights for maximum benefit.
- Develop water right preservation strategies to keep water in-County.
- Secure grant funding for water resource projects of benefit to the region.
- Monitor Legislative changes to the water code that impacts County water bank interests.
- Manage Trust Water Right Agreements and storage contracts.
- Manage lease and asset management agreements.
- Represent Kittitas County on water resource issues at local, state and federal venues.
- Review regional water resource issues and provide input to the Board of County Commissioners,

Kittitas County is an Equal Opportunity Employer

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Public Health, County Engineer, Flood Control Zone District Administrator and Public Works Director.

Manage the Flood Control Zone District

- Provide administrative oversight of the Flood Control Zone District operations.
- Oversee the County's flood ordinance and obligations associated with participation in the National Community Rating System.
- Serve as a technical resource to the County's Floodplain manager.
- Develop, implement and manage the annual operating budget.
- Develop, implement and manage the annual capital improvement program.
- Prepare and administer the annual work program in coordination with the County Engineer and/or the Flood Control Zone District Administrator.
- Provide supervisory, budgeting and administrative services for the Flood Control Zone District.
- Manage repetitive loss area mitigation coordination.
- Implement flood hazard management programs.
- Develop and ensure implementation of the annual facility maintenance program in coordination with the County Engineer, Flood Control Zone District Administrator and Road Maintenance Manager.
- Staff the regional flood warning center coordinating with local, state and federal partners.
- Develop and manage post flood recovery operations. Manage the National Flood Insurance Program Community Rating System.
- Manage all state and federal planning grants.
- Serve as staff to the Citizen Advisory Committee.

General Administration

- Identify needs for consultant or outside services, manage selection processes, and negotiate and manage contracts with consultants for studies, facilitation, or other specialized services.
- Attend public meetings; prepare, assist in preparing and/or deliver presentations at public meetings.
- Provide public outreach and education regarding these programs; create or obtain program materials for distribution.

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

- Bachelor's degree in the following fields of expertise: planning, engineering, environmental science or public administration.
- Four (4) years of water resource management, including direct supervision of professional employees and/or consultants.
- Additional education at the graduate level in environmental sciences, urban planning, law, or water resources is desirable. An advanced degree in these areas may be substituted for up to two (2) years of the required work experience.
- Valid Washington State driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in some circumstances. Factors such as relativity to the

position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Highly skilled in the use of personal computers and various software programs, specifically, Microsoft Word, Excel, PowerPoint and GIS mapping software.
- Awareness of the basic principles and influencers of water management in the Yakima basin, including Total Water Supply Available, standards of review for surface and groundwater impairment, and Water Transfer Working Group consultation.
- Governmental organization, rules, regulations and processes.
- Current understanding of trends, literature, and developments in the field of water resources and flood control.
- Develop/maintain sound fiscal programs and budgeting processes necessary to manage assets to ensure that budget constraints and timelines are met.
- Possess proactive management and supervision skills, including but not limited to, hiring, assigning work, training, coaching, leading, evaluating, disciplining and terminating employees.
- Understand the principles and practices of water resource planning and organization.
- Interpret, review and understand complex technical reports and regulatory requirements.
- Monitor, manage, or conduct complex water resource studies.
- Familiar with Washington State Department of Ecology grant reporting and billing procedures.
- Make decisions and use good judgment to solve complex technical or political problems with minimal supervision or direction.
- Effectively manage multiple simultaneous ongoing tasks or projects through to completion and according to established deadlines.
- Communicate clearly and tactfully, both verbally and in writing, with the public, regulators, and other municipal agencies.
- Establish and maintain an effective working relationship with the Board of County Commissioners, Public Works personnel, Public Health, personnel from other County departments, municipalities, agencies, and other community groups.
- Deal with the public in a pleasant, courteous and calm manner, often under stressful and/or emergent situations.
- Explain complex technical or scientific issues to non-technical officials, media, and the general public.
- Provide testimony at public hearings and/or trials.

PREFERRED QUALIFICATIONS

- Negotiation skills including experience negotiating with private land owners, land developers, state and federal resource agency staff (water right acquisition or compliance).
- Masters degree in the following fields of expertise: planning, environmental science, law, or public administration.
- Municipal utility management experience.
- Understanding politically sensitive issues.
- Ability to tactfully present controversial issues and understanding the governmental decision-making process.
- Public speaking and presentation skills.

WORKING CONDITIONS

Work is typically performed in an office environment, but could include others such as vehicles, public meeting locations, and private residences. Must be able to stand, walk, sit, crouch, kneel, stoop and grasp. Must be able to traverse a variety of surfaces and ascend/descend stairs. Must be able to read printed materials and a computer screen; must possess hearing and speech to communicate clearly in person or over the telephone. Must be able to lift up to 25 pounds; potentially more with assistance. All safety regulations, policies, and procedures must be adhered to at all times.

Occasional travel may be required for training opportunities and /or meetings; 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 the job duties, but will be reimbursed for mileage.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which includes evenings and weekends.

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. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. This position is unique in that it combines responsibilities of operating a flood control zone district along with select duties associated with building and managing a water banking program to provide mitigation for domestic uses of groundwater. What do you see as interrelationships between the two major areas of responsibility, and how would you use them to benefit each program?
2. Describe an experience where you have been responsible for building a program from its early stages. Discuss what your overall strategy was, who you enlisted to help you, what challenges you faced, what mistakes you made, and if/how you overcame those challenges/mistakes.
3. This position will require someone with strong communication skills who is willing to actively engage with other County departments, outside agencies and stakeholders to achieve program goals and develop work products. Please explain what specific skills and experiences you have which would make you successful at such a position.