

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Natural Resource Specialist I

BAND: C	GRADE: 4	SUBGRADE: 1	CLASS CODE: J23-7841		
DEPARTMENT: Natural Resources	ACCOUNTABLE TO: Varies	Job Family: Natural Resources	Overtime Status: Non-Exempt		
JOB SUMMARY: This position is responsible for planning, developing, implementing and coordinating the design, permitting and Project Management within a County program or engineering related projects.					
DISTINGUISHING CHARACTERISTICS: The Natural Resource Specialist I is the entry level class in a four level natural resources classification series. The Natural Resource Specialist I is distinguished by professional level planning, implementing, monitoring and coordinating of service delivery within a County program or engineering related project. The Natural Resource Specialist I is distinguished from the Natural Resource Specialist II class by responsibility for programs of less diversity and/or by the lead or supervisory responsibility over professional employees held by the more senior levels.					
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)		BAND / GRADE		
1.	Develops and maintains working relationships with community, regional, state and national contacts; visits key officials and prepared correspondence. Speaks to community organizations to raise interest and awareness of the particular program. Provide staff support to various advisory boards and committees.		C4		
2.	Participates in the development and implementation of natural resource related management plans across political and jurisdictional boundaries. Ensures required plan elements are considered in planning processes, tracks and prepares reports on implementation actions and success.		C4		
3.	Researches funding sources; writes proposals, determines needs and administers grants and/or funds raised. Prepares, negotiates and tracks contracts and budgets; authorizes expenditures; and prepares billing reports.		C4		
4.	Researches and performs analysis on natural resource issues; writes reports based on research; provides recommendations to other staff and management regarding goals & policies.		C4		
5.	Evaluates program performance including: establishing program goals, priorities and delivery strategies; compiling information, analyzing the effects of legislation on the program; conducting on site evaluations or inspections; and interviewing program contractors. Prepares related reports to ensure compliance with laws and guidelines.		C4		
6.	Coordinates efforts between numerous committees, agencies, staff, providers, clients and/or volunteers; reviews legislation and planning guidance; provides communication of new laws, updated information, new resources and new programs related to natural resources.		B2		
7.	Assist in the development and operation of a water resources public education program which includes: preparation and delivery of public presentations; answering day-to-day questions of the public; participation in community educational activities and events; providing technical assistance.		B2		
8.	Assists in collecting natural resources field data		B2		
9.	Performs other duties as required.				
Knowledge: (Position requirements at entry):					
Knowledge of:					

CLASS TITLE: NATURAL RESOURCE SPECIALIST I

Public policy formulation
Watershed planning and/or watershed function
Fish and wildlife biology
Major environmental laws (Endangered Species Act, NEPA, SEPA, Growth Management, Clean Water Act) and policies (Salmon Recovery Act, Watershed Planning Act)
Contracting principles and techniques
Terminology, laws, rules, and regulations governing area of assignment
Technical program development methods and techniques
Operational methods, principles, issues and service standards of the area of assignment
Customer service techniques and team building concepts

Skills (Position requirements at entry):

Skills in:

Giving presentations, public speaking, and facilitating meetings;
Working with elected officials
Meeting and committee coordination & facilitation
Using computer and related Microsoft software applications and water specialty software;
Assigning, monitoring and evaluating the work of others
Coordinating work unit activities and handling multiple tasks
Developing and implementing long and short range programs
Interviewing and counseling clients and applying customer service techniques
Preparing and monitoring grants
Complying with laws, codes, ordinances, and regulations
Researching, gathering and analyzing statistics and other information and writing reports
Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public
Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Hydrology, Natural Resources, Biology, Civil Engineering or related field with emphasis in the areas of water resources, hydraulics, and/or hydrology or an equivalent combination of education and experience which provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Licensing Requirements:

- Valid WA State Driver's license upon appointment.
- Successful completion of a general employment verification.

Working Conditions: Position may have the potential exposure to the following:

Environment: travel, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: Handling, Reaching, Sitting, Standing, Walking, Fingering, Balancing, Reclining, Hearing, Talking, Visual Activity. Depending upon assignment, incumbents may be subject to travel, exposure to hazardous materials, atmospheric conditions, intense noise, extreme temperatures and/or exposure to potentially hostile individuals.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Classification History:

New: 07/2019

Revised: 01/2023