

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Natural Resources Specialist IV

BAND: C C		GRADE: 4 5	SUBGRADE: 4 1	CLASS CODE: J23-7844
DEPARTMENT: Natural Resources		ACCOUNTABLE TO: Senior Manager II	Job Family: Natural Resources	OVERTIME STATUS: Non-Exempt
JOB SUMMARY: This position serves as program lead for complex natural resource projects, providing senior level technical and professional expertise. Acts as the senior technical support person and advisor to Yakima County elected officials and senior management on surface water and groundwater programs and projects.				
DISTINGUISHING CHARACTERISTICS: The Natural Resources Specialist IV is the fourth highest class in the Natural Resources Specialist classification series. The Natural Resources Specialist IV is distinguished from the Natural Resources Specialist V by the independent responsibility for the most complex projects.				
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)			BAND / GRADE
1.	Identifies, secures and maintains basin partners and partnerships to enable completion of Division goals. Provides highly skilled policy, strategic, and technical advice to the public, boards, commissions, county staff and other agencies relating to established plans, policies, ordinances, standards, regulatory and non-regulatory programs, federal and state statutes and administrative codes governing land development, environmental protection and growth management. Represents the County at various events such as: meetings, hearings and citizen meetings; ensures that department goals, views and positions are presented; responds to media requests.			C4
2.	Effectively recommends Division goals, work programs, project budgets and processes within allocated budget; assists in preparing Division work programs and budgets. Plans, and audits Division operations against Division goals; prepares resource needs recommendations, ensures that Division program and project performance measurement goals are met.			C4
3.	Acts as lead in projects requiring research and analysis on the most complex, highly visible current planning, SEPA, natural resource and environmental protection, and / or comprehensive long-range planning, policies, programs and regulatory issues. Develops, complex planning, programming and / or regulatory options for review by Section / Division / Department management and others; monitors, evaluates and adjusts program systems and activities; Reviews plans, policies, programs and projects submitted by other divisions, departments, agencies and jurisdictions for consistency with adopted County plans and codes within area of responsibility; Serves as the contact with other divisions, departments and agencies on assigned programs or special projects. Provides technical and on the ground input to Surface Water projects and seeks additional research and County expertise as required.			C4
4.	Supports the development of new and existing water programs by the Section Supervisors; Confers with and coordinates with other Section, Division and discipline managers to ensure project requirements and staffing assignments match and provides key technical advice to improve work quality and productivity. Supervises, develops and/or uses GIS for project assignments; Schedules, coordinates, collects, assembles and prepares data, projections and reports; Makes Division or Department commitments as authorized, establishes and sets precedent for Section operations as authorized.			C4
5.	Researches, identifies or coordinates efforts to access additional outside funding sources to support Section, Division and Departmental programs and projects. Provides technical direction and oversight of grant related public involvement efforts for the Division; assists in the preparation and submission of grant applications, bids, requests for qualifications, and requests for proposal; Monitors contractor or vendor performance and compliance; Reviews and edits staff work as required by Section supervisors; communicates management direction.			C4
6.	Performs other duties as required.			
Knowledge: (Position requirements at entry): Knowledge of: <u>Supervision and Management</u> <ul style="list-style-type: none">• Supervisory theories, principles and practices;• Theories and principles of public sector financial management and budgeting;				

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- Project management, public administration and organizational management theories, practices and principles;

Communications

- Customer service techniques and team building concepts;
- Rules of grammar, spelling and punctuation used in professional report writing and editing;
- Presentation methods including use of technology for displaying, analyzing and evaluating research data;
- Public participation theory and meeting facilitation methods;

Legal and Professional

- Thorough understanding of the principles, methods and practices of planning in the area of assignment including: urban, regional, environmental, natural resource, comprehensive planning and community development;
- Federal, state and local land use, environmental and comprehensive planning terminology, laws, ordinances, rules, regulations and development standards related to the areas of assignment;
- Micro-economic theories as applied to the effects of land use regulation;
- Roles and responsibilities of federal, state and other local public and private organizations.

Technical and Analytical

- Fundamental mathematics such as algebraic, geometric and statistical methods used in planning;
- Principles of geography and geomorphology, cartography,
- Scientific method and field practices for gathering, interpreting and presenting data; and
- Principles of site assessment and impact analysis for development projects.

Financial, accounting and Budgeting

- Principles and theories of accounting and budget
- Sources and tools for funding and financing public needs, including preparing and monitoring grants;

Skills (Position requirements at entry):

Skills in:

Supervision and Management

- Planning, scheduling, assigning, delegating, prioritizing, coordinating, implementing and monitoring a range of programs, initiatives and projects within the Section;
- Determining priorities and making critical decisions on staff and resource allocations;
- Supervising, teaching, coaching, monitoring and evaluating the work of Section staff;
- Developing, applying and interpreting County/departmental policies and procedures;
- Applying principles of financial and resource management in budgeting and contract negotiation;
- Critically analyzing and resolving customer service and internal work related problems;
- Dealing with and resolving conflict in a team environment;

Communications

- Ability to clearly speak, write and graphically illustrate in order to convey complex policy and technical information and give or receive direction;
- Understanding, interpreting and following County and department personnel policies and procedures;
- Applying public participation theory and practice including: methods of assessing areas of agreement and conflict among individuals or groups; techniques for guiding them to consensus or informed consent; and mediating disputes;
- Writing and editing complex technical reports and other documents for a variety of recipients using proper grammar, spelling and punctuation;
- Giving effective presentations, public speaking, and facilitating meetings;
- Establishing and maintaining effective interpersonal working relationships with County and other public and private officials at all organizational levels, including supervisors, peers, co-workers, subordinates, citizen and trade groups, the media and the general public;
- Preparing and presenting effective reports, maps and charts using software and technology for displaying, analyzing, evaluating and explaining research data;

Legal and Professional

- Researching, interpreting, evaluating and applying a wide variety of complex inter-related data, policies, laws, codes, and

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legislation to Section and Division work assignments;

- Principles, methods and practices of planning related to the area of assignment, including: urban, regional, environmental, natural resource, transportation, and community development;
- Researching, enforcing, and mediating laws, codes, ordinances, and regulations;
- Micro-economic theories as applied to the effects of land use regulation;
- Roles and responsibilities of federal, state and other local public and private organizations;

Technical and Analytical

- Using a personal computer and related software applications, operating basic office equipment; public address systems and audio-visual equipment;
- Analyzing environmental and land use information in order to identify options, develop mitigation strategies, resolve problems, apply solutions, guidelines and policy to field problems and other work assignments;
- Reading and interpreting technical data, legal descriptions, maps and aerial photos;
- Principles of site impact analysis for development projects;
- Principles of geography, geomorphology and natural systems functions;
- Legal descriptions, cartography and GIS systems;
- U.S. Census geography and methodology;
- Applying basic math, algebra and statistics in researching, gathering, organizing and analyzing data from a variety of sources;
- Maintaining files.

Financial, Accounting and Budgeting

- Ability to effectively manage Section and program budget
- Ability to prepare and successfully secure grant funding
- Ability to manage grants and consultants

Training and Experience (position requirements at entry):

Bachelor's Degree in Water Resource Planning, Engineering, Biology, Natural Resources Management, Fluvial Sciences, Geography, Environmental Sciences or a field related to the Section assignment and four (4) years of progressively responsible experience in local government land use, environmental and/or comprehensive planning, including two years in a supervisory and managerial capacity, or an equivalent combination of education and experience that provides the advanced level of expert knowledge, skills and abilities to successfully perform the essential duties of the job in the area of assignment. A Masters' Degree may substitute for one year of experience.

Experience with Washington State land use and environmental protection law; Additional degrees, professional certifications, recognition, awards and licenses that demonstrate acquisition and application of the required knowledge, and abilities to be successful in this position.

Licensing Requirements:

- A valid WA Drivers' License at time of 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.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Classification History:

Created: 06/2010

Revised: 07/2019

Revised: 01/2023

FINAL