

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** AQUATIC INVASIVE SPECIES COORDINATOR **UNION:231**  
**CLASS TITLE:** Program Coordinator **SG:8**  
**DEPARTMENT:** Public Works - Environmental Resources **CS:N**  
**EEO4CODE:PR**

#### **JOB SUMMARY:**

Coordinates the development and implementation of an Aquatic Invasive Species Work Plan as directed by City administration and Council to prevent the degradation of Lake Whatcom water quality, water supply operations and community benefits. Implements a coordinated watershed - wide strategy, relevant programs, and effective partnerships for preventing and controlling the spread of aquatic invasive species. Implements and oversees aquatic invasive species program elements including education, inspection, and enforcement efforts. Interacts with a variety of City staff, and local and regional agencies, organizations and interest groups.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Environmental Resources Superintendent. Works independently under general guidance to comply with all applicable federal, state, and local statutes, regulations, policies, and guidelines. Supervises staff or contractors assigned to perform inspection and decontamination activities. Supervises activities of staff, interns and/or volunteers performing education and outreach tasks.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Determines methods, standards, and practices for preventing and controlling the spread of aquatic invasive species.
2. Coordinates with other City Departments to implement program measures that affect other City programs and policies. Interprets rules and regulations and ensures City compliance with federal, State and/or local regulations.
3. Develops and coordinates the implementation of early detection monitoring and response actions.
4. Plans, develops, and oversees the design and implementation of an educational program to increase and maintain community awareness of the need for preventing and controlling the spread of aquatic invasive species. Coordinates the creation and distribution of informational materials, including but not limited to: brochures, flyers, pamphlets, electronic presentations and web pages. Conducts educational programs and presentations.
5. Conducts research and analysis of aquatic invasive species issues by gathering data, conducting feasibility studies, preparing reports and making recommendations. Maintains aquatic invasive species databases, files, and records related to the City's water systems. Uses research results to inform citizens about the prevention and control of aquatic invasive species.

6. Responds to verify reported aquatic invasive species program violations, initiates notification to Washington Department of Fish and Wildlife, State Patrol, Whatcom County Sheriff and City of Bellingham enforcement officers, maintains records of violations and prepares reports or correspondence to assist with enforcement agency procedures related to violations.
7. Coordinates and collaborates with Whatcom and Skagit Counties, Washington Department of Fish and Wildlife, Washington Aquatic Invasive Species Council, Columbia River Aquatic Invasive Species Task Force, agencies and interest groups for the promotion of the aquatic invasive species program.
8. Provides point of contact for citizen inquiries regarding information and materials related to aquatic invasive species.
9. Responsible for personnel functions for areas supervised including employee selection, training and skill development, evaluations and corrective action.
10. Develops and prepares annual work plans.
11. Researches availability of state or federal grants that support aquatic invasive species detection, and prevention programs. Prepares grant applications, and administers grants to promote aquatic invasive species measures.

**ADDITIONAL WORK PERFORMED:**

1. Performs other related work within the scope of the classification.
2. May assist in the development and implementation of program budget.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

Knowledge:

- Lake Whatcom's aquatic invasive species and current prevention and control methods.
- Aquatic invasive species such as Asian Clams, Quagga mussels and Zebra mussels, and related issues including habitat needs, transport vectors, prevention strategies, response strategies, enforcement issues, outreach and education.
- The Lake Whatcom Reservoir Management Program's purpose, policies and procedures, functions and practices, including a working knowledge of fresh water ecology and water supply issues.
- Local, state and federal aquatic invasive species rules, regulations and guidelines.
- Environmental sciences, including biology, ecology and hydrology.
- Government processes, including legislative, regulatory, agency mandates and local authority.
- Principles for creating and implementing education programs and awareness campaigns.

Skills:

- Excellent oral and written communications skills, including skill in preparation of various materials for publication and/or dissemination.

- Excellent interpersonal skills for establishing and maintaining effective working relationships with diverse groups of people including government staff from external agencies, public officials, elected and appointed City officials and staff, and citizens.
- Research, analysis, and program planning and evaluation skills.
- Excellent computer skills, including Word, Excel, and PowerPoint presentation software.

Ability to:

- Work independently or as a member of a team depending on project needs.
- Manage several tasks simultaneously while maintaining accuracy in an environment of frequent interruptions.
- Accurately maintain a variety of computerized and hard copy files using alpha-numeric, category, indexing and cross-reference methods.
- Transcribe spoken/dictated/taped/written material and prepare summary minutes of public forum meetings accurately and in a timely manner.
- Collect, compile, and analyze complex information and data.
- Adapt and be flexible.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Move between work sites;
  - Occasionally lift and transport objects up to twenty-five (25) pounds;
  - Walk on uneven surfaces such as gravel parking lots, docks, and lake side beaches with a mix of sand, gravel, pebbles and rocks;
  - Travel, sit and move about a boat on the water;
  - Occasionally examine all surfaces of a boat and its trailer.

**WORKING ENVIRONMENT:**

Work is performed both in an office setting at a computer workstation and outdoors, exposing employee to inclement weather, noise, fumes, and traffic hazards. Employees are required to use appropriate safety equipment and follow standard safety practices. Works in an environment with frequent interruptions. Some travel to professional meetings required.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor of Science degree in environmental science or in an environmental support science such as chemistry, biology, hydrology required. Master's degree in related field desired.
- Two years work experience related to environmental issues and policy development required.
- One year work experience with invasive species policy and program development required.
- A combination of experience and training that provides the applicant with the required knowledge, skills and abilities will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Must be willing to flex schedule to accommodate evening and weekend work.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at the time of hire, with periodic submission of driving abstract per City policy.

**PREPARED BY:** C. Fogelsong  
A. Beatty  
5/12

**REVIEWED BY:** \_\_\_\_\_  
Ted Carlson  
Public Works Director