

NATURAL RESOURCES ASSISTANT PLANNER AND GRANT ADMINISTRATOR

THE COMMUNITY

Port Angeles is a modern community with a rich and diverse history. Abundant in cultural events, including festivals, art, music, outdoor recreation, and sporting events, Port Angeles is also fortunate to be enhanced by a thriving and active Native American culture. Education options in the area are fantastic, with public schools consistently ranking very high. Our city is the home of Peninsula College, which offers both two and four-year degrees.

Port Angeles and the surrounding region offer incomparable recreation opportunities for year-round activities. Close by are hot springs, numerous rivers, beaches, and parks, the Olympic National Park and the Olympic Discovery Trail, which is one of the longest trail systems in the U.S.

Our city is a tourist destination and international gateway via ferry to Victoria, British Columbia, Canada. Residents enjoy a mild, coastal climate with daytime temperatures ranging from 40° in the winter to 70° in the summer. Average rainfall is less than 25 inches per year.



THE CITY

As a full-service City, Port Angeles provides a wide array of municipal services such as police, fire, public works, parks, utilities, and planning to its 20,000 residents. Additionally, Port Angeles provides regional services such as water, sewer, emergency dispatch and solid waste to surrounding communities.

THE POSITION

The candidate will focus on natural resource management and policies, ecological reviews and policies, evaluating wetland delineations, wetland and stream reports, geotechnical reports, other critical area reports, site plans, maps, surveys, and other documents to determine their accuracy in describing existing field conditions. Emphasis will be placed on the review of consultant reports, rating forms, impact analysis, compensatory mitigation proposals, and site plans. This position will serve as the reviewer and advisor of all Archeological Reports, providing a recommendation to the Community and Economic Development (CED) Manager on the pathway for any archeological reviews, findings, or consultations with Tribes, the Department of Archeological and Historic Preservation (DAHP), and other relevant agencies. This position works directly with the public, staff from various departments, State and Tribal natural resource regulatory agencies, local governments, and advisory committees. This position works to administer and review development permits in compliance with the City of Port Angeles Critical Areas Ordinance and Shoreline Management Plan. This position will also lead any environmental, natural

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resource, shoreline, and critical area policy, code creation, updates, or changes. Under the general direction of the planning supervisor, performs environmental professional planning work, including current and long-range work related to environmentally sensitive areas, critical areas, shorelines, natural resources land use, and environmental reviews, and provides staff assistance at public hearings and meetings.

This candidate will serve as the lead grant administrator for CED. The primary job functions will include seeking, applying, managing applications, interacting with the council for grant-related actions, and working interdepartmentally to create a solid application for grants. The grant administrator will manage all grants once approved, tracking, funding, finding matches when required, and creating/completing deliverables to receive funding.

Position responsibilities include:

- Reviews and analyzes development applications and reports within any natural resource, including critical area/environmentally sensitive area reports; administers environmental regulations, the State Environmental Policy Act, the Shoreline Management Act, Archaeological reviews, and other related standards. Prepares and presents staff reports and recommendations.
- Lead any environmental, natural resource, shoreline, and critical area policy. This position will also be responsible for leading any new code creation, updates, or changes to environmental, natural resource, shoreline, critical area, and other applicable codes.
- Identification of wetlands, critical and environmentally sensitive areas, habitat conservation areas, and natural resource areas.
- Support critical areas, environmentally sensitive areas, and natural resources decision-making within regulatory frameworks for permitting and policy review.
- Performing wetland delineation verifications, other environmentally sensitive, critical areas, or natural resource determinations, plans, and mitigations. The review will include the identification of wetlands, other critical areas, natural resource lands, and habitat conservation areas.
- Reviewing all critical area special reports prepared by consultants for project applicants.
- Work collaboratively with environmental non-profits, state agencies such as the Department of Natural Resources (DNR) and the Department of Ecology (ECY), federal agencies, and other environmental and natural resource groups as determined necessary.
- Interfacing with the public, state, tribal, federal resource agencies, and other land use professionals.
- Coordinates planning activities with other departments or agencies and with the public. Provides information to the public by phone, letter, internet, or in person on policies related to natural resources, environmentally sensitive areas, critical areas, shorelines, and any other applicable topics or permit applications requiring public involvement.
- Performs research and analytical studies on various natural resources, environmental, critical areas, and other relevant issues.

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Position Responsibilities Continued:

- Research, find, prepare, apply, track, and oversee all grants for the Community and Economic Development Department for the City of Port Angeles. Devise strategies to secure new grants.
- Works with the planning supervisor, Community and Economic Development Manager, and other planning and building staff to prepare grant applications and present grant application analysis to the City Council to obtain approval to seek or receive grant funding.
- Facilitate interdepartmental coordination and communication on multi-departmental grant projects to ensure that grants are processed and administered in a timely manner and according to grant requirements; provide technical expertise in determining grant compliance requirements.
- Working closely with the finance department for grant compliance tracking, invoicing, reporting, and reconciliation to meet grant, state, and federal audit requirements.
- Use best practices for grant management and compliance.
- Lead post-award grant administration to ensure that budgeting and administrative policies, procedures, activity tracking, reporting, and any other grantor requirements are followed.
- Review all archeological reports, providing a recommendation to the Community and Economic Development (CED) Manager on the pathway for any archeological reviews. This individual will be the primary contact for all findings or consultations with Tribes, the Department of Archeological and Historic Preservation (DAHP), and other relevant agencies.
- Complete all locate notices, determining if archaeological work is required prior to digging.
- Coordinates all hearing examiner public hearings with the Port Angeles Hearing Examiner,
- Serves as the backup planning commission clerk.
- Performs all other jobs, duties, and functions as assigned.
- Completes all CED reports and meets project timelines as assigned by the Planning Supervisor, CED Manager, or Assistant City Manager.



THE IDEAL CANDIDATE

The ideal candidate should possess the following:

- Knowledge of principles, practices, research methods, and analytical techniques involved in current and long-range urban planning.
- Knowledge of Washington State Growth Management Act, State Environmental Policy Act, Shoreline Management Act, municipal land use and development ordinances, zoning regulations, subdivision regulations, and other related public agency rules and procedures.

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The Ideal Candidate Qualities Continued:

- Knowledge of public hearings, meetings, and other review processes.
- Knowledge of the operation of personal computer software related to community development and planning.
- Ability to provide excellent customer service through effective communications with citizens, the development industry, regulatory agencies, and other public agencies and through efficient organization of work to meet deadlines and budget constraints.
- Ability to review and analyze development applications.
- Ability to understand and administer laws and other regulations related to urban planning.
- Ability to establish and maintain effective working relationships with elected and appointed officials, co-workers, applicants, and the public in a courteous and tactful manner.
- Ability to perform technical analysis and research and make recommendations on a variety of planning issues.
- Ability to prepare and present verbal and written reports clearly and concisely.
- Ability to communicate, read, write, and understand English at a level necessary for efficient job performance.



PREFERRED QUALIFICATIONS

Education:

- Graduation from a four-year college or university with a degree in environmental science, natural resource management, biology, marine biology, planning, urban studies, or a closely related field.

Experience:

At least one year in a:

- Professional planning setting
- Natural Resource Management Position
- Biologist Position
- Grant Management Position
- Or other closely related environmental position.

An equivalent combination of experience and education may be substituted.

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Other necessary requirements:

- Possession of a valid Washington State driver's license at the time of appointment, or the ability to acquire one within thirty (30) days, and a driving record acceptable to the City's Human Resources Manager.

COMPENSATION & BENEFITS

Natural Resources Assistant Planner and Grant Administrator Annual Salary Range:
\$67,414.77 - \$80,494.53 (\$32.411 - \$38.699 per hour)

Position is represented by AFSCME Local 1619.

Benefits include:

- Deferred Compensation plan matching
- Paid holidays and accrued vacation, sick leave, and floating holidays
- Medical insurance with employer contribution to Health Savings Account
- Dental & Vision insurance
- Employee Assistance Program
- Life insurance – employer-paid premiums for \$50,000 plan
- Long term disability
- Wellness Program
- Washington State Retirement System (PERS)

TO APPLY

Apply online at www.cityofpa.us to complete the online job application and submit a letter of interest and resume. COPA is an E.O.E. **Recruitment closes December 29, 2023, at 5:00 pm.**

For more information, please contact Human Resources at 360-417-4510 or afountai@cityofpa.us.

