



Job Description

Position Title: Policy Planning Coordinator

Accountable To: Policy Planning Manager

FLSA Status: Exempt

Primary Objective of the Position:

Performs intermediate skilled technical work maintaining inter-governmental relations, identifying and evaluating threats and opportunities, developing and coordinating the District's response to project opportunities, assisting in development of policy, and related work as apparent or assigned. Work is performed under the general direction of the Policy Planning Manager.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Assist in management of the District's policy program, including coordination with local, state, and regional entities to promote and develop policy changes to improve the integration of land use and water planning.

Monitor, track, and influence local, state and federal policy related to water and land use planning.

Advise Policy Planning Manager, Administrator and Board of Managers of threats and opportunities for influence and integration of land use and water planning.

Assist in management of the District's responsive program, including coordination with public and private partners and across District programs, scanning for threats and opportunities, evaluating and prioritizing opportunities, and recommending District response to the Policy Planning Manager, Administrator and Board of Managers.

Assist in the development and implementation of organizational branding and marketing to develop and promote public and private partnerships that increase early coordination of land use and water planning.

Develop and manage program and project budgets and review, approve, track, and code invoices; research outside funding opportunities, write grant applications, and perform various administrative functions associated with grant programs.

Prepare and present recommendations, requests for Board action (RBAs) and resolutions to the Board of Managers for planning activities, District policies, Capital Improvement Program (CIP), feasibility studies, project ordering, preliminary and final design of projects, departmental work plans, property and easement acquisitions, and cooperative agreements.

Assemble and lead internal and external teams to carry out program and project initiatives. Manage all necessary consultants and contractors; project scope, schedule and budget; and the negotiation, development and execution of cooperative agreements and contracts.

Develop project and program work plans (including goals, budget, schedule), Scope of Work documents, and Requests for Proposals to procure consultant services; prepare annual reports to the Board and state agencies.

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Manage ongoing and positive working relationships with the cities and townships; state and local agencies; congressional, state, regional, and local governments, and the public; engage cities, citizens, and other stakeholders in the development of District plans, programs, and policies.

Review Local Water Management Plans (LWMP) for consistency with state requirements and the District's Watershed Management Plan; review annual reports from Local Government Units (LGUs) and facilitate annual meetings with LGUs to discuss LWMP implementation.

Perform research, compile facts, and work with stakeholder groups, as necessary; monitor the implementation and assesses outcomes of plans, programs, and policies; prepare presentations and facilitate meetings for City staff and Council, industry professionals, and community members.

Education and Experience:

Bachelor's degree with coursework in natural resources, environmental science, planning, management, or related field and 2-5 years of experience in natural resource management, policy development, or planning, or equivalent combination of education and experience.

Knowledge, Skills and Abilities:

Thorough knowledge of planning theory and principles; thorough knowledge of state rules and statutes governing land use and water resource management and protection; general knowledge of urban land use planning, economic and community development, transportation infrastructure and municipal processes; thorough skill processing and analyzing information related to budgets, contracts, work plans, policies, grants and projects; thorough skill operating standard office equipment, computer equipment including related hardware and software and job-specific devices; ability to provide responsible leadership and obtain support for the implementation of the District's objectives, strategies, and goals; ability to analyze problems and situations and develop and implement effective solutions; ability to actively listen, understand and identify the important concepts related to complex business and interpersonal situations; ability to communicate complex concepts orally, in writing, and in presentations; ability to participate in educational opportunities to stay abreast of changing laws and technologies related to program area; ability to develop and maintain a working knowledge of the District's operations and policies and apply them consistently; ability to provide superior service and interaction in a friendly, professional manner; ability to make arithmetic computations; ability to maintain a flexible attitude toward job responsibilities and procedural changes; ability to willingly assist other staff as needed to ensure efficient workflow throughout the District; ability to develop and maintain positive, cooperative, working relationships with all District employees, consultants, local and agency staff, and the general public.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements:

Valid driver's license.

Acknowledgement:

Employee

Date

Supervisor

Date

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.