


Resource Management Program Coordinator I - Public Works

 PW Operations

Posted Today

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Full time

R000476

Job Summary

This is a technical and professional position in the Parks and Lands Division of Public Works with an emphasis on Resource Management. The successful candidate will be responsible for management of Clark County Parks' capital repair project list and budget for all county park facilities, and property management of all undeveloped park properties including residential and agricultural leases. This is a non-represented full time position.

Applications will be reviewed starting Wednesday May 29th.

Qualifications

Education and Experience:

- Bachelor's Degree in Business and/or Public Administration, Parks and Recreation Administration, Recreation Resource Management, or closely related field is required. Official transcripts may be required at the time of hire.
- Possession of a valid driver's license at time of hire is required.
- A minimum of three years' experience performing construction planning and management for the repair of outdoor recreation facilities and structures or similarly related work is required.
- Strong personal organization skills, including the ability to deliver work products of multiple projects on time and on budget.
- Experience and expertise with navigating local building regulations and permitting processes preferred.
- Equivalent combinations of education and experience may be considered.

Examples of Duties

Duties may include but are not limited to the following:

Performs a variety of complex professional/technical support of programs which may include field work.

Provides analysis of administrative, fiscal and/or program operations for County program(s).

Prepares technical reports, documents, notices and public information materials requiring research and analysis of program policies, procedures and standards.

About Us



With its great natural beauty, Clark County, Washington, always has attracted people and businesses. We welcome those who visit and settle here, providing fresh perspectives, growing diversity and vibrant energy.

Our forward-looking community is framed by the scenic Cascade Range to the east and the majestic Columbia River to the south and west. The area is a picturesque place to work, play, and live.

Named for Captain William Clark of Lewis and Clark Expedition fame, our county is one of the fastest growing regions in Washington state and the Portland, Oregon, metropolitan area. Today, more than 467,000 people call Clark County home.

Clark County government works to enhance the quality of life for all of our diverse community by providing services with integrity, openness and accountability. We are one of the county's largest employers, providing a wide range of rewarding careers for about 1,570 people.

You can get more information about job descriptions, pay schedule and employee benefits on the Clark County Human Resources website at www.clark.wa.gov/human-resources.

Extract data and analyze project tracking systems and other information systems required for studies, projects and programs.

Participates in planning, coordination, and implementation of specialized programs

Participates in the development of budgets, goals, objectives, and program activities

Provides information to staff, and other interested parties to include public on applicable local, state and federal codes, regulations, requirements, standards, and programs.

Conducts research requiring specialized knowledge of the program and an ability to plan and coordinate using independent judgment and limited supervision.

Participates in community outreach efforts and activities as a community partner/agent of the County as applicable to the department assigned.

Performs other related duties as required.

Salary Grade

M2.816 (\$4,914.00 - \$6,941.00) per month

Close Date

Open Until Filled

Apply

Candidates will be evaluated based on the content of their applications and those deemed most qualified will be invited to participate in the remainder of the selection process.

Some recruitments may require the following:

Assessment, Cover Letter, Practical Exam, Evidence of a valid driver's license, Criminal Background Check or other requirements.

Oral Interviews are conducted with a panel of interviewers. If you are selected for an interview you will be contacted by the hiring department.

Employment References may be conducted for the final candidates, including verification of education.

All Clark County employees must participate in a WASHINGTON STATE RETIREMENT SYSTEM PLAN (PERS, PSERS or LEOFF). Employee contributions begin the first day of work. Current contribution rates vary by plan but could range from 5% to 15% of gross pay, depending on the plan choice.

For additional information, check out the Department of Retirement Systems' web site here: <http://www.drs.wa.gov/>