PROGRAM DIRECTOR
(Water Management)
Walla Walla Watershed Management Partnership
Applications Accepted: 04/11/2011 through 04/25/2011 at 4:00pm

JOB PURPOSE and SUMMARY:
The Water Management Program Director works closely with the Executive Director and staff to develop, implement and oversee water management programs under the Partnership’s authority under RCW 90.92 as a water management board. Working with diverse stakeholders, landowners and partnering agencies in the Walla Walla Basin, this position requires water rights and policy experience with demonstrated ability to work independently in an innovative environment. The Partnership is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.

ESSENTIAL FUNCTIONS:
- Implement and oversee the Partnership’s “Flow from Flexibility” local water planning, water transactions and water banking programs, including program planning, policy creation, and adaptive management to ensure pilot programs are established and implemented consistent with RCW 90.92.
- Research and analysis of environmental information, applying a working knowledge of water rights policy and Washington Water law, with practical understanding of agriculture, hydrology, fish habitat, water conservation and irrigation.
- Contact landowners and water users to promote Partnership programs, identifying participants and working through evaluation and negotiation of local water plans or water transactions to finalization and recommendation for Partnership Board action.
- Apply an understanding of local projects and programs involving watersheds, conservation of natural resources, local governmental systems and political processes, and interagency and inter-jurisdictional relations.
- Coordinate and facilitate the Water Resource Panel subcommittee in developing recommendations for the Partnership Board, ensuring multiple technical disciplines are represented and presenting the subcommittee’s recommendations to the Partnership Board.
- Work closely with multiple jurisdictions, organizations, and stakeholders, participating with basin partners on their respective processes and procedures, including the Columbia Basin Water Transactions Program on water right transactions, the Snake River Salmon Recovery Board on efforts to update priority actions, and reporting on progress of Watershed Plan implementation.
- Participate in watershed and water resources management forums, with an understanding of water quantity and water quality processes, knowledge of technical assessment and analysis, and familiarity with state and federal regulations.
- Determine priorities and set objectives, with the ability to exercise initiative and judgment within the scope of the position while accomplishing assigned tasks under tight deadlines with minimal supervision.
- Exercise supervisory duties including directing and managing staff and/or contractors in the development of local water plans, water use agreements, monitoring, and reporting.
- Develop communications materials and make presentations to committees and to organizations, including oral and written reports, plans, memoranda and other documents on topics related to the program.
- Participate in scoping, coordinating, and application processes for grant or funding opportunities.
- Use and maintain databases and geographic information systems software, performing quality control checks of database inputs and query products and tracking program reporting and compliance.
- Develop and monitor compliance plans for project agreements.
- Respond to citizen and agency inquiries Partnership programs.
- Perform other work as required.
MINIMUM QUALIFICATIONS:

- Bachelor’s degree in natural resources, environmental sciences, resource economics, water management, public administration, or related discipline.
- Three or more years of increasingly responsible professional experience including program management and supervision of staff or contractors, and analytical work that is applicable to the essential functions of this position.
- Strong background and understanding of requirements of the Endangered Species Act, Clean Water Act, watershed planning and management priorities, water transactions, salmon habitat restoration and protection methods, and government authority as applicable to the essential functions of this position.
- Knowledge of Washington State water law and water rights policy, with understanding of water banking, trust water right transactions, irrigation efficiencies, and conservation practices.
- Experience in successfully facilitating multiple-interest committees, working effectively with diverse groups of individuals, including government officials and staff, citizens and community groups, and organizational colleagues.
- Flexibility to grasp issues quickly and effectively manage changing priorities on a daily basis, with demonstrated ability to work as part of a team in an always evolving process.
- Demonstrated ability to communicate technical and policy issues effectively, both in writing and orally, including ability to write proposals, presentations, science-based recommendations, and similar items clearly and succinctly for review by multiple people, groups, and agencies.
- Proficiency in Microsoft Office products and GIS software including experience with ESRI ArcGIS Software.
- A valid Washington State Driver’s License with automobile insurance and use of your own vehicle is required. Mileage reimbursement will be at the State of Washington mileage rate.

DESIRABLE QUALIFICATIONS:

- Master’s degree in related field.
- Demonstrated success in developing, negotiating, implementing and monitoring complex water management agreements, agricultural or environmental programs, and water banking or acquisition transactions.
- Proven ability to lead diverse groups to consensus on natural resource/environmental issues.
- Proficiency in web-site administration, maintenance and development; experience with Joomla! preferred.
- Familiarity with WRIA 32 watershed management efforts, funding resources, jurisdictions, and the Walla Walla Watershed Management Partnership stakeholders.
- Proficiency with Microsoft Access or similar database management software, with demonstrated ability to analyze environmental data.

COMPENSATION:
The Program Director position offers a competitive compensation package commensurate with experience, including a beginning annual salary range of $47,216 - $58,375 with employment benefits (health benefits, life/disability insurance, and Public Employees Retirement System participation) and paid holidays. This full-time grant-funded position is exempt from the provisions of the Fair Labor Standards Act and ineligible for overtime, with future funding dependent on receipt of continuing state and federal grants.

APPLICATION PROCEDURE:
Applications are accepted until 4:00pm on April 25, 2011. A complete application consists of the following numbered items. Resumes alone will not substitute for an official application.

1. Letter of interest detailing how you meet the qualifications and competencies for this position.
2. Walla Walla Watershed Management Partnership Application Form, with original signature
3. Detailed resume

Application materials are available at the Partnership website www.wallawallawatershed.org/rfps or at the Partnership office in the Walla Walla Community College Water & Environmental Center, 500 Tausick Way, Walla Walla, WA or by contacting Cathy Schaeffer at cathy.schaeffer@wwcc.edu or (509) 524-5216. Completed applications must be submitted to the Walla Walla Watershed Management Partnership Office at the street address listed above. Responsibility for submission of required documents rests with the applicant. Documents submitted as a part of the application process become the property of the Partnership and cannot be returned. Finalists may be invited to participate in an on-site interview at the candidate's expense.
SELECTION PROCESS:
All complete and qualified applications received by 4:00pm on April 25, 2011 will be considered based on applicant qualifications. Late applications will not be accepted. Interviews may be scheduled until a successful candidate is identified. Notification of unsuccessful applicants will occur by July 1, 2011.

WORK LOCATION AND SCHEDULE:
The Partnership’s office is located in the William A. Grant Water & Environmental Center on the Walla Walla Community College Campus, 500 Tausick Way, Walla Walla, Washington. Work occurs primarily in the office and at meeting locations throughout the Walla Walla watershed in both Washington and Oregon. Work will require occasional travel to meetings in other parts of the region and state. Attendance at evening meetings and weekend events will be required as part of the work schedule. This position will occasionally participate in outdoor field activities that may require lifting up to 40 pounds, traversing uneven ground, and wading in streams or wetlands.

BACKGROUND:
The Walla Walla Watershed Management Partnership is authorized under RCW 90.92 to pilot water management through voluntary stream flow enhancement and flexible water use for water right holders. With support from the Washington State Department of Ecology, this “Flow from Flexibility” pilot program builds on a decade of work in the Walla Walla basin involving local water users, conservation groups, citizens, Tribes and governments working collaboratively with the state and federal agencies to solve the challenges of inadequate stream flows for water right holders and federally-listed endangered fish species in our local rivers. The Partnership has a nine-member board with representatives from the Counties of Walla Walla and Columbia; the City of Walla Walla; the Confederated Tribes of the Umatilla Indian Reservation; Columbia and Walla Walla County Conservation Districts; Gardena Farms Irrigation District #13; and local citizens representing water right holders, environmental interests and citizens at-large. The Partnership has local technical expertise appointed as members of its Water Resource Panel, and broad stakeholder representation appointed as members of its Policy Advisory Group. Public meetings of the Partnership Board are held on the first Tuesday of each month at the Walla Walla Community College Water & Environmental Center, with meeting information available at www.wallawallawatershed.org.