



Wildlife Ecology Coordinator

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	1/1/1900 12:00:00 AM
Working Title:	Wildlife Ecology Coordinator
Job Family:	Program
Classification:	Program Coordinator

ORGANIZATION

Department:	Parks
Cost Center/Program:	9506 - Parks - Natural Resources Program
Exemption Status:	Exempt
Union:	Not Represented

JOB SUMMARY

Positions in this classification serve as a technical resource for work teams handling multi-disciplinary or technically challenging planning projects and programs. Positions coordinate program services and resources; provide consultation to program participants, and are responsible for planning, developing, implementing and coordinating service delivery within one or more County programs. Tasks include professional or technical duties, responding to difficult issues and monitoring service delivery. Program coordination also requires performance of tasks and application of knowledge unique to the program and not transferable or applicable to other areas of the organization. May serve as a lead over diverse programs or lower/entry level program staff.

A program is a specialized area with specific complex components and discrete tasks which distinguish it from the main body of an organization. A program is specific to a particular subject. The specialized tasks involve interpretation of policies, procedures and regulations, budget coordination/administration, independent functioning and typically, public contact. Duties are not of a general support nature transferable from one program to another. Performance of clerical duties is in support of incumbent's performance of specialized tasks.

Distinguishing Characteristics

This is the third level within a seven level Programs series. This classification is distinguished from the next level within the series in that Programs Analysts perform expert level work requiring experience in the program area, and may serve as a lead over professional level program staff and supervisor to lower level staff. It is distinguished from the Specialist class by professional level planning; implementing, monitoring, and coordinating of services; resolution of service problems; assessment of service needs and coordination of service delivery within a County program. It is also distinguished from the Specialist class by serving as a lead to lower level office support and program staff. Positions at this level work under general supervision and plan, organize, direct and coordinate operations for programs. Incumbents oversee daily and short-range program operations, coordinate major program functions as the program representative and resource, have extensive contact with program participants and outside entities, and resolve complaints and problems within a delegated area of authority. Incumbents may be delegated limited authority to approve budget expenditures and may assist higher-level staff with developing and coordinating statewide program activities.

Under general supervision and direction from the Natural Resources Program Supervisor, the Wildlife Ecology Program Coordinator will be responsible for the coordination of the conservation of wildlife and habitat program within the park system for a wide variety of taxa. This includes surveying biological conditions in the field, providing technical expertise and assistance, preparing reports, evaluating environmental impacts of Park and County actions, coordinating ecological restoration projects, and developing goals, objectives, and procedures for the management and conservation of wildlife within Parks.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
<p>Program Coordination: Serves as technical resource and coordinator for the County's natural resource management program, a specialized multi-disciplinary area requiring interpretation of complex environmental policies, regulations, and permit requirements. Coordinates program services and resources for wildlife management and conservation activities within County Parks. May provide consultation to program participants including staff, volunteers, and partner organizations. Assists and may be responsible for some of the planning, development, implementation, and coordination of the service delivery for natural resource management based on scientific analysis, regulatory compliance, and resource capacity assessments. Applies specialized knowledge of wildlife biology, conservation practices, and environmental regulations unique to natural resource management and not transferable to other County programs. Coordinates permit acquisition and regulatory compliance with state and federal agencies.</p>	50%
<p>Project Coordination and Technical Program Support: Plans and coordinates approved natural resource projects requiring technical expertise and multi-disciplinary coordination. Serves as project coordinator managing scope, budget, timelines, and quality assurance for specialized conservation projects. Coordinates with diverse work teams including County staff, contractors, volunteers, and partner organizations to deliver technically challenging planning projects. May provide technical consultation and oversight for natural resource activities, including equipment operation and safety protocol implementation. Monitors service delivery and responds to complex technical issues requiring specialized program knowledge and independent problem-solving capabilities. Performs administrative duties in support of specialized program functions including budget coordination and policy interpretation.</p>	40%
<p>Public Outreach and Communication: Coordinates public involvement components of the natural resource program, including recruitment and training of volunteers and community participants. Develops and delivers specialized informational materials and presentations to enhance public understanding of complex conservation concepts and program objectives. Serves as County liaison with external agencies, community groups, and elected officials on natural resource matters. Represents the program at public meetings and provides technical consultation to the Board of County Commissioners, Parks Advisory Board, and other stakeholder groups.</p>	10%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	<input type="checkbox"/>
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in a field closely related to the program, from a college or university accredited by an agency recognized by the US Department of Education	Required	or
Master's Degree	May be preferred in some programs.	Preferred	
	Related fields such as: Biology, Environmental Science, Wildlife Ecology, Zoology, and Natural Resource Management.		

Work Experience

Experience	Experience Details	Required/ Preferred	
1 year	progressively responsible experience related to the program assignment	Required	
3 years	experience conducting/managing wildlife ecology programs.	Preferred	
	Previous experience working with volunteers, community members, and stakeholders.	Preferred	
	Knowledge and use of Geographical Information Systems (GIS) and ArcGIS software.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Experience working for a government agency, in the public sector, or in a parks and recreation department.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
DL NUMBER - Driver License, Valid and in State	Washington State	Upon Hire		
CPR/First Aid Certification		within 1 Year		

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of the specific program area	
Knowledge of research methods	
Knowledge of relevant agencies and systems	
Knowledge of County, State, and Federal laws and regulations pertaining to the program	
Knowledge of principles and methods associated with public information dissemination	
Knowledge of project cost accounting and project management principles	
Knowledge of general government principles and procedures	
Knowledge of principles and activities related to: Wildlife and ecosystem conservation and management. Principles of public administration and legal processes of land use planning. Practices or alternative analysis, researching practices, making sound recommendations, and presenting recommendations in a variety of formats. Public participation processes and principles and community resources. Volunteer coordination, and supervision. Contract administration and implementation. Project management and budgeting. Environmental and other public review processes. Recordkeeping principles and practices. Applicable laws, codes, regulations, policies and procedures. Performance measurement; long range planning and organizational development. Use and care of computers, peripherals and park planning software. Standard English grammar and usage. GPS device operations.	
Skill in basic quantitative skills	
Skill in analysis and problem-solving	
Skill in budget development and monitoring	
Skill in gathering, manipulating and using data utilizing a computer and other tools	
Skill in providing program advice and education to the public	
Skilled in: Work independently without regular direction and troubleshoot problems in assigned area of responsibility. Work successfully within the context of a team as a team player. Work with volunteer groups. Effectively plan, prioritize, organize, and complete tasks within prescribed timeframes. Demonstrate a high degree of initiative, integrity, accountability, creativity, and good judgment. Work in a manner consistent the department core values and customer service emphasis. Establish and maintain cooperative, effective, and productive working relationships with others at all organizational levels, with other agencies, contractors, citizen and community groups and the public, demonstrating tact and diplomacy. Interpret and explain policies and formulate long range plans and	

policy recommendations. Collect, compile, organize, maintain, and track program data. Produce comprehensive, clear, and accurate statistical and narrative reports. Operate and enter data into a personal computer using standard and/or customized software applications. Maintain a professional demeanor under heavy workload and stressful situations. Effectively respond to and reconcile competing interests of governmental entities, community organizations, contractors, and the public. Effectively problem-solve and create innovative solutions.	
Ability to effectively recruit, train, and coordinate program staff activities	
Abilities to: Communicate effectively with excellent written and oral communication and strong presentation and facilitation skills. Present information and recommendations to public officials, technical and community groups and regulatory agencies in a public forum. Develop and strengthen collaborative community partnerships focused on parks issues. Write concise reports and establish and maintain accurate records. Coordinate with various government agencies to obtain required permits. With assistance from Program Supervisor, monitor budgets and funding, work schedules and grant requirements.	

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	remote sites or field work
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	may periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching below shoulder level	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Exposure to Bloodborne Pathogens		
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	semi-professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$94,163.34
Annual Min:	\$79,216.34
Hourly Max:	\$0.00
Hourly Min:	\$0.00