

KANE COUNTY JOB DESCRIPTION

ENVIRONMENTAL AND WATER RESOURCES

JOB TITLE: Resource Management Coordinator

PAY GRADE: \$50,000 – \$60,000 DOQ

FLSA: EXEMPT – 35 HRS/WK

DEPT: Division of Environmental and Water Resources

GENERAL SUMMARY: The Resource Management Coordinator provides public outreach, communication, programming, and project management support as required for County watershed and stormwater plans, water supply conservation, sustainability, and other resource and conservation programs. This will include the implementation of the Stormwater Management Program Plan (NPDES/MS4), Kane County Stormwater Management Ordinance, Water Resources chapters of the Kane County 2040 Plan, Kane County 2040 Energy Plan, and Kane County Operational Sustainability Plan. The ideal candidate will offer a combination of technical knowledge and understand the social, economic, political and legal framework in which various conservation and environmental issues are enmeshed. The candidate should be able to effectively communicate complex ideas to a variety of audiences and provide information related to compliance with federal, state, county and local ordinances and regulations.

The Resource Management Coordinator shall:

- Develop and implement public education and informational programs relative to Stormwater Management including interpreting, monitoring and enforcing rules related to environmental programs and contractual agreements relating to environmental programs.
- Promote public awareness, education and support of sustainable practices through various social media, marketing and outreach efforts, including implementation of the National Pollutant Discharge Elimination System (NPDES) permit program and Kane County Stormwater Management Program.
- Develop and promote information about flood hazard, flood insurance, flood protection measures and the natural and beneficial functions of floodplains to residents and community groups.
- Develop and promote stormwater maintenance requirements and regulations under the Kane County Stormwater Management Ordinance for Homeowner's Associations and community groups.
- Develop and promote "Clean Water for Kane" campaign for water conservation and water quality education, such as Sensible Salting workshops.
- Work cooperatively with planners and watershed groups to develop educational information and grant proposals for project funding.
- Administer the Kane County stream gage network program.
- Advance grant applications for County resource conservation and environmental initiatives and manage grants that are received.
- Work cooperatively with Kane County facilities, planning/development, transportation, environmental and water resource staff to provide conservation based resources and policies for County based projects.

- Actively engage in local and regional conservation and environmental based stakeholder groups.
- Promote public-private cooperation and collaboration on conservation matters in consideration of social, economic, political and scientific issues.
- Manage Division website.
- Assist with the implementation of the Kane County Operational Sustainability Plan.
- Other duties as assigned.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Bachelors of Science degree with disciplines in engineering, environmental science, natural resources and conservation, natural resource economics or business preferred.
2. Project management experience.
3. Knowledge of National Pollutant Discharge Elimination System program.
4. Knowledge of watershed planning and familiar with CRS program and stormwater regulations.
5. Knowledge of water efficiency practices, methods and standards.
6. Familiarity with building and green infrastructure practices and technologies.
7. Excellent communication, marketing and organizational skills.
8. Ability to work independently in a busy environment, with attention to detail.
9. Strong computer skills (word processing, spreadsheets, databases, PowerPoint, BAS, CMMS/asset management).
10. Knowledge of, and experience managing, state and federal energy, sustainability, and environmental grant programs and supervise various performance contracts.
11. Maintain records, prepare reports, and compose correspondence and perform other administrative activities as necessary to meet compliance requirements.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

- Ability to occasionally walk rough terrain

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

- Computer and printer
- Still and video cameras

REPORTING RELATIONSHIPS:

Reports to: Director, Kane County Division of Environmental and Water Resources

Bloodborne Pathogen Risk Code: N/A

APPROVALS AND DATES:

Name (Department Head)

Title

Date