



-EMPLOYMENT OPPORTUNITY-

SENIOR PROGRAM MANAGER - SURFACE & STORMWATER MANAGEMENT

DEPARTMENT: PUBLIC WORKS
SALARY RANGE: \$71,801 - \$91,644/ANNUAL
OPENING DATE: OCTOBER 26, 2009
CLOSING DATE: OPEN UNTIL FILLED; FIRST REVIEW SCHEDULED FOR APPROXIMATELY NOVEMBER 23, 2009.

IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOUR APPLICATION PACKET MUST INCLUDE EACH OF THE FOLLOWING ITEMS:

1. Kitsap County Application Form
2. Supplemental Questionnaire

GENERAL STATEMENT: An employee in this position administers and manages the surface and stormwater program and is responsible for program administration and coordination. The incumbent is also responsible for the inspection of all stormwater facilities and the enforcement of the County stormwater management ordinance. This position requires advanced expertise to perform professional engineering and administrative functions. Work assignments are broad in nature and are received with little or no technical instruction and require the selection of course of action and resolution of complex or unique problems with considerable latitude for independent judgment to develop procedures, systems, and establish priorities working within the framework of established administrative guidelines. The incumbent must apply intensive and diversified knowledge of stormwater quantity and quality control principles and practices. Work is reviewed by the Assistant Director for compliance with established policies and objectives, and is evaluated through reports, conferences, and the results obtained.

MINIMUM QUALIFICATIONS: Bachelor's degree in business or public administration, civil engineering or closely related field from a college or university accredited by an agency recognized by the US Department of Education, and five years of progressively responsible professional/administrative experience in planning, design, and/or construction of public works projects, with emphasis on stormwater management systems and the associated federal and state regulatory requirements, including two years of supervisory or management responsibilities, is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS: Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance. Certification as a Professional Engineer by the State of Washington is desirable.

This position is FLSA exempt.

This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the Director, Public Works and may have their appointment revoked at any time with or without cause and without right to appeal.

Examiner: Lynn Cole

Kitsap County is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, sex, age, marital status, disability, sexual orientation or veteran status.

Kitsap County provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. If you wish more information, contact Kitsap County Personnel Division.

Kitsap County Courthouse # 614 Division Street, MS-23 # Port Orchard, Washington, 98366-4676
www.kitsapgov.com or Personnel (360) 337-7185 EXT. 0

INSTRUCTIONS FOR COMPLETING THE KITSAP COUNTY APPLICATION PACKET

READ & FOLLOW ALL DIRECTIONS!

1. An original, completed, and signed Kitsap County application packet is required for each position for which you are applying.
2. **Read the Employment Opportunity Posting Sheet carefully to ensure you submit all required documents.**
3. If additional pages for work experience are needed, please choose from the following options:
 - a. Available at the Kitsap County Personnel office
 - b. Copy the back of the application before completing it
 - c. Print out continuation sheets on our web site
 - d. Hand prepare your own as long as you follow the same format**Each page of work experience must have your original signature.**
4. A supplemental questionnaire is generally included as the last few pages of the application packet. Your responses to the questions on the supplemental questionnaire and Kitsap County application will be used to determine if you are eligible to continue in the selection process. Please do not use acronyms or abbreviations on your application.
5. **Complete the application packet and other requirements in full. Your application will be considered incomplete and will not be evaluated if you submit a résumé or mark "see résumé" in place of the required application material.**
6. If you are invited to an interview, you may bring extra material, such as a résumé, certificates of training, examples of work performed, performance evaluations, letters of reference, etc.
7. Keep a copy of your application materials for your records. We are not able to make copies for you.
8. The completed application packet **must** be returned to the Personnel Office by **5:00 pm on the closing date**. Applications received after the closing date will not be considered, unless postmarks are accepted for that specific position. If the hiring department is accepting postmarked applications, it will be stated on the Employment Opportunity Posting Sheet and the envelope must be postmarked by the closing date.
9. Return application packets as follows:

IN PERSON: Personnel Office on the first floor of the County Public Works Building at 507 Austin Ave in Port Orchard. Applications may be placed in the Drop Box located at the front door on Fridays only.

BY MAIL THROUGH USPS: Personnel Office; 614 Division St., MS-23; Port Orchard, WA 98366

MAILED THROUGH OTHER CARRIERS SUCH AS FedEx or UPS: Personnel Office; 507 Austin Ave; Port Orchard, WA 98366

BY FAX: (360) 337-7187 – Faxed applications must be received by the Personnel Office by 5:00 pm on the closing date. Please keep your originals.
10. **Some application packets may require additional postage, so be sure to use the correct postage amount when mailing. Kitsap County will not consider application packets that are received with postage due.**
11. You will usually receive notice within 6-8 weeks of the status of your application. If, after that time period, you have not received notification of your status, please contact the Personnel Analyst identified on the job posting sheet.
12. If you have any questions, or need more information, please contact the Kitsap County Personnel Office at (360) 337-7185, ext. 0.
13. Any applicant using education to meet the minimum qualifications will not be hired until their transcripts from an accredited college or university have been received.

KITSAP COUNTY CLASSIFICATION DESCRIPTION

TITLE: SENIOR PROGRAM MANAGER - SURFACE & STORMWATER

DEPARTMENT: Public Works - Surface & Stormwater Program

REPORTS TO: Assistant Director Public Works - Utilities

SUPERVISES: Various professional and technical staff

GENERAL STATEMENT:

An employee in this position administers and manages the surface and stormwater program and is responsible for program administration and coordination. The incumbent is also responsible for the inspection of all stormwater facilities and the enforcement of the County stormwater management ordinance. This position requires advanced expertise to perform professional engineering and administrative functions. This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the Director, Public Works and may have their appointment revoked at any time with or without cause and without right to appeal.

Work assignments are broad in nature and are received with little or no technical instruction and require the selection of course of action and resolution of complex or unique problems with considerable latitude for independent judgment to develop procedures, systems, and establish priorities working within the framework of established administrative guidelines. The incumbent must apply intensive and diversified knowledge of stormwater quantity and quality control principles and practices. Work is reviewed by the Assistant Director for compliance with established policies and objectives, and is evaluated through reports, conferences, and the results obtained.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Administer the surface and stormwater management program by preparing program plans and goals and by coordinating all program activities with other units, departments, and agencies.

Plan and organize workloads and staff assignments, review progress and direct changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and regulations. Provide leadership and direction over assigned areas of responsibility. Delegate responsibility to personnel commensurate with authority and ensure the proper functioning of staff.

Acts as mediator and negotiator in controversial stormwater issues to find equitable solutions consistent with policies, goals, and regulations, balancing public and private rights and interests, as well as responding to political pressures.

Administer the stormwater management ordinance enforcement program. Establish policy and procedures for and oversee the issuance of warning notices and notices of violation for owners of drainage systems out of compliance with the provisions of the ordinance.

Research and prepare pertinent data and reports for legal counsel for court actions resulting from the enforcement of the stormwater management ordinance. Assist in negotiations and in the disposition of lawsuits initiated by the Prosecuting Attorney for the collection of civil penalties.

Direct engineering and technical staff in the implementation of the stormwater management ordinance.

Coordinate the County system inspection program with the stormwater maintenance division. Evaluate effectiveness of existing system, recommend retrofit projects to improve system flood control and water quality. Coordinate waste material testing with maintenance division.

Direct the development of programs for monitoring water quality, stormwater impact, and best management practices effectiveness. Oversee the development of educational materials and community workshops.

Direct the surface & stormwater management program county wide billing process. Administer the service charge appeal process and make recommendations to the Director and Board of County Commissioners regarding requests for service charge adjustments.

Select, supervise and evaluate assigned staff. Establish work rules and performance standards, conduct or oversee performance evaluations and initiate and implement disciplinary actions as warranted. Resolve grievances and other sensitive personnel matters. Provide for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.

Serve as technical engineering resource and key liaison with the Board of County Commissioners, interdepartmental committees, engineering firms, developers, contractors, the general public and other agencies regarding the surface and stormwater management program and the stormwater management ordinance.

Direct the selection process for consulting engineers performing work on County stormwater facility projects. Provide technical assistance and interpretation on complex engineering problems. Review stormwater system designs prepared by consultants for conformance to acceptable standards. Make corrections or modifications, as necessary, for operational objectives and regulatory requirements. Oversee the administration of consultant agreements.

Direct the development of the surface and stormwater management capital program, develops system improvement implementation schedule, identifies project phases and establishes system prioritization and construction schedule. Identify potential sources of project funding and oversee development of applications for external funding. Direct the construction management process. Direct the updating of capital facilities plans and the annual construction budget as required; analyze policy alternatives and oversee development of financial strategies.

Direct the development of the performance evaluation criteria for the surface & stormwater management program. Develop the work plan for the collection and analysis of data including stormwater facility maintenance, inspection, and enforcement information, maintenance waste volumes and contaminant testing, stormwater system mapping, spill containment, habitat signing, educational programs, complaint resolution, best management practices and stormwater impact monitoring.

Serve as County representative to the Surface & Stormwater Program Steering Committee and contract administrator for agency agreements. Evaluate program services and make recommendations to the Director regarding program effectiveness. Prepare multi-agency annual operating plan and budgets. Monitor program expenditures. Recommend rate adjustments to service charges required to maintain program services. Prepare annual program services report for the Board of Commissioners.

Direct the implementation of all planning, design, and operational studies as they relate to the County maintained stormwater facilities.

Review legislative documents regarding stormwater management and water quality control. Incorporate new legislation into the County stormwater management ordinance. Recommend adoption to the Director and the Board of Commissioners.

Review and keep current on the latest technology relating to stormwater quantity and quality control. Develop amendments to the Kitsap County Stormwater Management Manual as necessary to reflect changing conditions and technology. Recommend adoption to the Director and the Board of Commissioners.

Prepare and make public presentations of oral and visual reports to committees, community groups, special interest groups, elected officials, or the Board of County Commissioners regarding the surface and stormwater management program and the stormwater management ordinance.

Direct the resolution of inquiries, problems, complaints, or requests for information regarding the area of assignment. Respond to the most sensitive or complex inquiries or service complaints.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Other Job Duties:

Performs other related duties as assigned.

WORKING CONDITIONS/PHYSICAL ACTIVITIES: (The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment with some field inspection work. Exposure to a variety of weather conditions may occur while driving or conducting field inspections. Physical hazards may occur from traffic or from construction equipment in the field. Attendance at meetings may require working evening hours. The ability to review plans is required. Substantial telephonic and in person contact with the public, contractors, developers, engineers or other government agencies and County departments require that the incumbent have the ability to communicate effectively. Requires the ability to operate a computer terminal or a personal computer when conducting computer aided design or stormwater system modeling and/or entering, retrieving or reviewing information in automated databases.

KNOWLEDGE & ABILITIES:

Thorough knowledge of: Principles and practices of public sector management, organization, and supervision. Application and interpretation of federal, state, and local rules, regulations, codes, and ordinances as they relate to stormwater management and water quality. Principles, procedures, and practices of contract negotiation and administration. Knowledge of current developments in the field of surface water management. Knowledge of data processing systems and engineering applications for assigned area, and fiscal control and resource management.

Knowledge of: Management and supervisory principles and practices including program planning, budgeting, staff direction, coordination, and evaluation.

Ability to: Plan, organize, supervise and evaluate the work of assigned staff. Organize and oversee work programs, including planning and monitoring work schedules, contract compliance, and progress reviews. Develop long range plans and objectives for assigned area and analyze policy and financial strategies. Apply judgment and discretion in resolving problems and interpreting policies and regulations. Effectively respond to and reconcile competing interests of governmental entities, community organizations, service organizations, and public representatives as they affect the planning and operation of programs. Establish and maintain effective working relationships with other staff, contractors, engineering firms, the general public, and representatives of other agencies. Communicate effectively, both orally and in writing and to make effective public presentations of technical, complex, and often controversial information. Establish and maintain accurate records of assigned activities and operations.

QUALIFICATIONS:

Bachelor's degree in business or public administration, civil engineering or closely related field from a college or university accredited by an agency recognized by the US Department of Education, and five years of progressively responsible professional/administrative experience in planning, design, and/or construction of public works projects, with emphasis on stormwater management systems and the associated federal and state regulatory requirements, including two years of supervisory or management responsibilities, is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Certification as a Professional Engineer by the State of Washington is desirable.



KITSAP COUNTY

EMPLOYMENT APPLICATION

Personnel Division
 614 Division St, MS-23
 Port Orchard, WA 98366-4676
 (360) 337-7185
 Fax (360) 337-7187
 www.kitsapgov.com

Title of Position You Are Applying For			Department
Last Name	First Name	Middle Initial	Home Phone # ()
Mailing Address			Cell Phone # ()
City	State	Zip	Email address:

Alternative contact info: Name _____ Phone Number _____

Will you accept (check if yes)	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Extra-Help/On Call <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Days or hours unwilling/unable to work
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Are you able to perform the essential functions of this position, with or without reasonable accommodations? Yes No

Can you provide proof of citizenship, visa or alien registration if hired? Yes No

Have you ever been employed by Kitsap County? Yes No Dates: From ___/___/___ To ___/___/___

Do you have any relatives currently working for Kitsap County? Yes No

Name	Dept/Div	Relationship
Name	Dept/Div	Relationship

Have you been convicted of a felony within the last 10 years? Yes No

Offense _____ Date ___/___/___

Offense _____ Date ___/___/___

NOTE: A conviction record does not necessarily constitute an automatic disqualification from employment.

Kitsap County awards veteran's preference in accordance with RCW 41.04.010. Do you claim veteran's preference for this position? Yes No

EDUCATION AND TRAINING

Did you graduate from high school or receive a G.E.D? Yes No Location _____

College or Vocational School and Location	Dates		# Sem Credits	# Qtr Credits	Major Course of Study	Minor Course of Study	Degree Earned	Date of Degree
	From	To						

Professional Licenses and Certificates	State of Issue	Exp. Date

Do you have a valid driver's license? Yes No State of Issue: _____

List computer software programs you have used: _____

EMPLOYMENT HISTORY – List your work history for the last 10 years on the reverse side, including self-employment, volunteer work and military service. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Indicating “see resume” or “see attached” will disqualify you from further consideration.

FOR OFFICE USE ONLY	
Address Book #	Requisition #

May we contact this employer? yes no contact me first

1	Most Recent Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

2	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

3	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

AGREEMENT AND RELEASE

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Kitsap County to conduct a complete investigation of any and all information contained in this Employment Application. In the event of employment, I understand that any false or misleading statements contained in my application may result in discharge. I further understand that I will be required to abide by all Kitsap County rules and regulations.

Signature

Date

KITSAP COUNTY PERSONNEL

SUPPLEMENTAL QUESTIONNAIRE

**SENIOR PROGRAM MANAGER/SURFACE & STORMWATER MANAGEMENT
PUBLIC WORKS**

NAME: _____ **DATE:** _____

INSTRUCTIONS: This questionnaire is an effort to assist you and the Kitsap County Personnel Department in determining whether or not you meet the qualifications for this position. **The questionnaire is a mandatory part of the examination process. Your responses will be used in determining whether or not you proceed further in the examination process.** When requested, include in your responses to the following questions the company/agency employed with, period of time employed, hours worked per week, degrees earned or courses taken and training attended. Coincide responses with those listed on the County application. Attach additional sheet(s) in the same format listed if necessary to include **all** of your related experience. A resume attached or see resume responses in lieu of answering any question below **WILL NOT** be rated.

1. May we contact you through email for all correspondence regarding this position?
____ YES – If yes, please provide a reliable email address: _____
____ NO
2. Describe your education, training and experience in planning, design, operation, maintenance, inspection and construction of public works projects, with emphasis on stormwater management systems.

_____ to _____
Company Name Mo/Yr Mo/Yr Hrs/week Your Title
Brief description of work performed: _____

_____ to _____
Company Name Mo/Yr Mo/Yr Hrs/week Your Title
Brief description of work performed: _____

Please attach additional sheets in the same format if needed.

RELATED EDUCATION:

College/School Attended*	Courses Taken	Dates	Degrees

NOTE*: Any applicant using education to meet the minimum qualifications for this position will not be hired until their transcripts have been received. If you are using education to meet any part of the minimum qualifications for this position, please attach a copy of your transcripts or diplomas. If requesting transcripts from your educational institution, they may be sent to: Kitsap County Personnel, 614 Division Street, MS-23, Port Orchard, WA 98366-4676.

3. Describe your supervisory and/or management experience. Include the number and types of employees you supervised.

_____ to _____

Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

_____ to _____

Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

4. Describe your experience:

A. Working with federal and state regulatory requirements associated with stormwater management systems and water quality.

B. Related to low impact /zero impact development practices, concepts and projects or using stormwater runoff for beneficial uses.

C. In asset management.

D. Developing and monitoring budgets.

E. Developing and implementing rate adjustments for stormwater or other utility services.

5. If you were asked to provide at least 3 key components to a future stormwater management policy for Kitsap County, what would they be and why would you choose those components?



KITSAP COUNTY

Equal Employment Opportunity Questionnaire

Kitsap County is proud to be an Equal Employment Opportunity employer, committed to a diverse workplace. It is the policy of Kitsap County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, religion, sex, marital status, sexual orientation, age, disability, or veteran status. For this purpose, and to help us comply with government recordkeeping, reporting and other legal requirements, please complete this affirmative action questionnaire. Completing this form is voluntary and will remain confidential. This information will be maintained in a separate file and will not be provided to supervisors, the appointing authority or other department employees. It will not be used in the evaluation of your application.

Position Applied For:

Date:

Name:

Social Security #:

(Disclosure of your Social Security Number is voluntary and will be used for applicant tracking only.)

GENDER:

Male

Female

ETHNIC ORIGIN: Indicate one only.

White/Caucasian

Black/African American

Hispanic

Asian/Pacific Islander

Native American

ARE YOU:

Disabled

Vietnam Era Veteran

Other Veteran

Disabled Veteran

RECRUITING SOURCE

Where did you first learn of this position?

Kitsap County Website (kitsapgov.com)

Career Builders Online

Kitsap County Job Posting Board

Yahoo.com

Kitsap County Job Line

Craig's List.com

Job Posting at Other Public Agency

Jobdango.com

Referred by County Employee

Monster.com

Referred by Friend

Kitsap Sun Newspaper

Worksource

Seattle Times

AWC Jobnet

Seattle Times Online

Courthouse Journal

Kitsap Newsgroup Newspaper

Careers in Government

Spokesman Review

Jobs Available Online

Oregonian

Jobs Available Publication

Oregonian Online

Government Jobs Website

Tacoma News Tribune

Posted at Professional Associations

Tacoma News Tribune Online

Idaho Statesman

Olympian

Idaho Statesman Online

Olympian Online

Other...Specify Source _____

FOR OFFICE USE ONLY

Address Book #

Requisition #