



-EMPLOYMENT OPPORTUNITY-
**RESOURCE CONSERVATION/
SUSTAINABILITY MANAGER**

DEPARTMENT: BOARD OF COUNTY COMMISSIONERS
SALARY RANGE: \$59,092 - \$75,420/ANNUAL
OPENING DATE: SEPTEMBER 14, 2009
CLOSING DATE: OPEN UNTIL FILLED. FIRST REVIEW: OCTOBER 5, 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
3. Cover Letter
4. Resume

GENERAL STATEMENT: Under the policy direction of the Board of County Commissioners, the Resource Conservation/Sustainability Manager leads the development of resource conservation and sustainability strategies, practices and implementation for Kitsap County. The incumbent works within fields such as energy efficiency, resource conservation, sustainability, environmental protection and planning, and other fields as designated, and provides highly responsible and complex support to the Board regarding the development of related policies. The work involves research, analysis, and communications on resource conservation, principles of sustainability and related public policies, working cooperatively with the public, business community, government agencies and community organizations. Work is performed under administrative direction, and is assigned in terms of broad general objectives. The incumbent is given considerable latitude for independent judgment, initiative and resourcefulness on operational, professional, and administrative matters, in adapting existing guidelines, policies and precedents to specific situations and in developing new or improved techniques and methods of obtaining effective results and overcoming unusual problems. Work is reviewed by the Commissioners and the County Administrator through interactive observation, reports, meetings and conferences.

MINIMUM QUALIFICATIONS: A Bachelors Degree, Masters Degree preferred, in Environmental Science, Resource Conservation or closely related field from a college or university accredited by an agency recognized by the US Department of Education or equivalent, experience in the field may substitute for the technical degree requirement; and a minimum of two years of increasingly responsible related professional experience in planning, design, or delivery of conservation or similar programs and services is required. Three years of experience leading projects or programs is required. The successful candidate must have strong research, writing, facilitation and analytical skills and a solid understanding of technical information related to the position. Experience with energy/utility tracking software, federal and state grant writing and administration, and local government is desirable. Desired certifications: Certified Energy Master (CEM), Certified Sustainable Development Professional (CSDP), Certified Carbon Reduction Manager (CRM), Certified Business Energy Professional (BEP), Certified Green Building Engineer (GBE), Leadership in Energy and Environmental Design (LEED).

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.

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to being appointed to this position.

This position is FLSA exempt.

As an "at will" appointed position, the employee's continued employment with the County is at the discretion of the Commissioners and the County Administrator, and the employee's appointment may be revoked at any time with or without cause and without right to appeal.

*** This is a grant funded position. Funding is available for approximately three years. Kitsap County will continue to apply for funding as available but continued employment is contingent upon continued funding.**

Examiner: Sue Wohleb

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 CLASS SPECIFICATION

TITLE: **RESOURCE CONSERVATION/SUSTAINABILITY MANAGER**

DEPARTMENT: Commissioners and County Administrator

REPORTS TO: Commissioners and County Administrator

GENERAL STATEMENT:

Under the policy direction of the Board of County Commissioners, the Resource Conservation/Sustainability Manager leads the development of resource conservation and sustainability strategies, practices and implementation for Kitsap County. The incumbent works within fields such as energy efficiency, resource conservation, sustainability, environmental protection and planning, and other fields as designated, and provides highly responsible and complex support to the Board regarding the development of related policies. The work involves research, analysis, and communications on resource conservation, principles of sustainability and related public policies, working cooperatively with the public, business community, government agencies and community organizations. As an "at will" appointed position, the employee's continued employment with the County is at the discretion of the Commissioners and the County Administrator, and the employee's appointment may be revoked at any time with or without cause and without right to appeal.

Work is performed under administrative direction, and is assigned in terms of broad general objectives. The incumbent is given considerable latitude for independent judgment, initiative and resourcefulness on operational, professional, and administrative matters, in adapting existing guidelines, policies and precedents to specific situations and in developing new or improved techniques and methods of obtaining effective results and overcoming unusual problems. Work is reviewed by the Commissioners and the County Administrator through interactive observation, reports, meetings and conferences.

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:

Coordinate and oversee the development and implementation of a comprehensive program and practices to address needs, meet goals, and promote practices in the areas of resource conservation and sustainability. Develop communication methods and strategies to educate on related issues, practices, methods, and solutions.

Work with key staff and groups to implement the Board's vision for sustainability for Kitsap County. Identify and develop recommended waste reduction, resource conservation and sustainability goals and measurements. Evaluate current practices and create a baseline assessment. Create a tracking system and monitor implemented measures. Compile statistics and prepare reports. Develop short and long-range recommended plans with input to the annual future planning process.

Research, analyze and evaluate options to reduce impacts, including feasibility, cost, obstacles, and overall impact. Determine cost, benefit, potential energy savings and other resource reduction measures.

Prepare professional reports; present reports to the Board and individual commissioners, planning commission, neighborhood associations, and other groups to explain technical aspects of the county's programs. Prepare a variety of written correspondence on the Board's behalf.

Research federal and state grant opportunities in the areas of energy efficiency, clean technology and sustainability, interpret eligibility and other requirements and submit complete and persuasive grant applications. Complete monitoring reports for received grant including coordination with sub-awardees. Research and identify available grants from foundations, agencies, and other organizations. Act as the grant administrator and liaison with the granting agency.

Work with Board of County Commissioners, the Energy Conservation Committee, and other stakeholders identified by the Board to meet conservation and sustainability objectives of the County. Partner with organizations dedicated to green initiatives and energy/resource conservation. Collaborate with other organizations, businesses, and municipalities to encourage, support and facilitate sustainability initiatives.

Develop and maintain effective professional working relationships with local, state, and federal agencies, private consultants, citizen groups, community service organizations, local businesses, and others; effectively balance competing interests and approaches in representing Board policies. Represent the County and its policies to stakeholder and other citizens groups.

Analyze, recommend and implement policies, procedures, standards and ordinances to promote the efficient and effective operation of assigned functions. Responsible for the development, review, accuracy, currency, publication and distribution of policy and related documents.

Provide a high level of customer service at all times; project and maintain a positive image on behalf of the county with those contacted in the course of work.

Organize training and educational seminars for County employees on energy reduction and sustainability activities.

Keep abreast of related technology, trends, innovations, etc. Participate in specialized training, conferences and seminars as appropriate and available.

Exercise sound judgment and appropriate demeanor in handling media inquiries and sensitive or controversial situations.

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. May be required to work over 40 hours in a work week.

Other Job Duties:

Perform 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 a business office environment. Essential tasks involve reading and review of written documents and the use of personal computers and software applications. The incumbent must have the ability to effectively communicate both in writing, and orally, in person and via the telephone. Work may involve the incumbent in early morning or evening meetings and may also require travel within and outside the county. Must be able to collect, assimilate and analyze data and information, and present concepts effectively.

KNOWLEDGE AND ABILITIES:

Knowledge of: Resource conservation and sustainability practices and programs. Energy savings project identification. Developing, promoting, implementing, and coordinating energy conservation programs; monitoring, updating, and advancing climate protection plans. Current federal, state, and local environmental regulations and policies. Complexities of local governmental operations. Principles and practices of project management and administration. Analysis and evaluation of related programs, policies, procedures. Research methods and techniques. Interpersonal and public relations techniques. Personal computer applications and usage including MS Office and Project. Federal and state grant opportunities, requirements, procedures, general monitoring standards.

Ability to: Work independently and the demonstrated ability to work in a team environment. Write clear and concise professional level reports, memoranda, and letters. Analyze problems, identify alternative solutions, project consequences of proposed actions, and formulate clear and concise recommendations. Have attention to detail and maintain a high degree of accuracy. Recognize and resolve discrepancies in data or information. Interpret and explain policies, procedures, laws, and regulations to a variety of audiences. Advocate and promote projects and policies of the Board with tact and diplomacy. Prepare and make effective and professional oral presentations. Work effectively with others to achieve personal, team, departmental, and countywide goals. Establish and maintain cooperative, collaborative working relationships with other employees, public and private officials, community groups, and the citizens of the County. Exercise sound judgment and discretion in resolving problems and interpreting policies and regulations. Be creative and think logically to obtain potential solutions to problems. Effectively balance competing interests. Establish and maintain accurate records of assigned activities and operations. Interpret federal and state grant requirements and draft persuasive grant applications that meet their specific standards. Complete comprehensive reports on grant activities.

QUALIFICATIONS:

A Bachelors Degree, Masters Degree preferred, in Environmental Science, Resource Conservation or closely related field from a college or university accredited by an agency recognized by the US Department of Education or equivalent, and a minimum of two years of increasingly responsible related professional experience in planning, design, or delivery of conservation or similar programs and services is required. Experience may be substituted for the specific degree requirement. Three years of experience leading projects or programs is required. The successful candidate must have strong research, writing, facilitation and analytical skills and a solid understanding of technical information related to the position. Experience with energy/utility tracking software, federal and state grant writing and administration, and local government is desirable.

Desired certifications: Certified Energy Master (CEM), Certified Sustainable Development Professional (CSDP), Certified Carbon Reduction Manager (CRM), Certified Business Energy Professional (BEP), Certified Green Building Engineer (GBE), Leadership in Energy and Environmental Design (LEED)

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

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A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to being appointed to this position.

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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
RESOURCE CONSERVATION/SUSTAINABILITY MANAGER**

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 the 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, and your title. Be sure your responses coincide with those listed on the County application and that you include all of your related experience. A resume attached or "see resume" response in lieu of answering any questions below **WILL NOT** be rated.

May we contact you through email for all correspondence regarding this position?

- YES – If yes, please provide a reliable email address: _____
 NO

On a separate sheet, please indicate your responses to the following questions. Include employer information and dates of employment.

1. Detail your background in government resource conservation efforts.
2. Given the stimulus funding available for this position, a large portion of the job will entail grant application and monitoring. Describe your grant writing, acquisition, oversight and reimbursement experience.
3. Describe your experience facilitating discussions and delivering public presentations.
4. Describe what elements might be included in a sustainability plan for Kitsap County.
5. Describe your experience with research and analysis; and preparing reports and presentations.

List your related education or training (attach transcript, diploma or certificate):

School attended	Course	Dates Attended	# Credits/Certificate/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE NOTE: Any applicant using education to meet the minimum qualifications for this position will not be hired until their transcripts from an accredited college or university are on file. Accreditation must be by an agency recognized by the U.S. Department of Education. Please attach a copy of your transcripts or diploma. 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.

I have read the job description for this position and am able and willing to perform the essential functions and I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

ResourceConservation.Sustainability ManagerSup2009.09;sw



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 #