



## Job Description

**Position Title:** Policy Planning Coordinator

**Accountable To:** Policy Planning Director

**FLSA Status:** Exempt

## **Primary Objective of the Position:**

Performs difficult skilled technical work maintaining inter-governmental relations, identifying and evaluating threats and opportunities, developing and coordinating the District's response to project opportunities, assisting in development of policy, and related work as apparent or assigned. Work is performed under the general direction of the Policy Planning Director.

## Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Job Functions:

## Strategy and Policy Development:

Assist in management of the District's policy program, including coordination with local, state, and regional entities to promote and develop policy changes to improve the integration of land use and water planning.

Research, track, and influence local, state, and federal policy related to water and land use planning. Advise Policy Planning Director, Administrator, and Board of Managers of threats and opportunities for influence and integration of land use and water planning.

Assist in the development of the District's Watershed Management Plan and strategic plans, and review municipal Local Water Management Plans for consistency with state and District requirements.

## Partnership Development:

Manage the District's Land & Water Partnership (LWP) program, including coordination with public and private partners and across District programs, scanning for threats and opportunities, evaluating and prioritizing opportunities, and recommending District response to the Policy Planning Director, Administrator, and Board of Managers.

Manage ongoing and positive working relationships with the cities and townships; state and local agencies; congressional, state, regional, and local governments, and the public; engage cities, citizens, and other stakeholders in the development of District plans, programs, and policies.

## Program Administration:

Prepare and present recommendations, requests for Board action (RBAs), and resolutions to the Board of Managers for planning activities, policies, project approvals under the LWP program, departmental work plans, and cooperative agreements.

Assemble and lead internal and external teams to carry out program and project initiatives. Manage all necessary consultants and contractors; project scope, schedule, and budget; and the negotiation, development and execution of cooperative agreements and contracts.



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Develop project and program work plans (including goals, budget, schedule), Scope of Work documents, and Requests for Proposals to procure consultant services; monitor the implementation and assess outcomes of plans, programs, and policies; prepare annual reports to the Board and state agencies.

Develop and manage program and project budgets and review, approve, track, and code invoices; research outside funding opportunities, write grant applications, and perform various administrative functions associated with grant programs.

## **Education and Experience:**

Bachelor's degree with coursework in natural resources, environmental science, planning, management, or related field and 2-5 years of experience in natural resource management, policy development, or planning, or equivalent combination of education and experience.

## **Knowledge, Skills and Abilities:**

- General knowledge of planning theory and principles; state rules and statutes governing land use and water resource management and protection; water resource management concepts and strategies; urban land use planning, economic and community development, transportation infrastructure and municipal processes.
- Thorough skill in project management and organization to manage several complicated initiatives simultaneously.
- Thorough skill processing and analyzing information related to budgets, contracts, work plans, policies, regulations, grants, and projects; operating standard office equipment, computer equipment including related hardware and software and job- specific devices.
- Ability to analyze problems and situations and develop and implement effective solutions; ability to actively listen, understand and identify the important concepts related to complex business and interpersonal situations.
- Ability to effectively communicate complex concepts orally, in writing, and in presentations.
- Ability to develop and maintain positive, cooperative, working relationships with all District employees, consultants, local and agency staff, and the general public; ability to provide superior customer service and interaction in a friendly, professional manner.
- Ability to develop and maintain a working knowledge of the District's operations and policies and apply them consistently; ability to provide responsible leadership and obtain support for the implementation of the District's objectives, strategies, and goals.
- Ability to maintain a flexible attitude toward job responsibilities and procedural changes; ability to willingly assist other staff as needed to ensure efficient workflow throughout the District; ability to participate in educational opportunities to stay abreast of changing laws and technologies related to program area.

## **Physical Requirements:**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring



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devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements:

Valid driver's license.

### Acknowledgement:

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Employee

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Date

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Supervisor

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Date

*The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*