

Specification for the Class of

NATURAL RESOURCE PROGRAM COORDINATOR

Abolished Initially Effective January 13, 2006**Abolished Final Effective February 10, 2006**

Definition: In a Division or Region of the Department of Natural Resources, serves as the designated coordinator for a program such as the following:

- 1) Operational support for the governmental program activities of a designated Region. Supervises staff who provide radio maintenance, buildings, and grounds maintenance, heavy equipment operation, fire control, area supply inventory and control, etc.
- 2) A region's fire protection and prevention activities, working directly with counties, rural fire district, other agencies, homeowner associations, and fire cooperatives to negotiate mutual aid and protection contracts and cooperative fire equipment agreements.
- 3) The development and implementation of the Emergency Management Plan within the department and with the Washington State Comprehensive Emergency Management Plan.
- 4) Program development and database management for the upland special use leases issued by regional offices.
- 5) A department volunteer program, including defining the program, developing policies and procedures, and designing systems and networks for recruiting, training, and recognizing volunteers.
- 6) A region's forest stewardship activities such as Landowner Assistance, Urban Forestry, and Arbor Day Programs.

Distinguishing Characteristics: Positions allocated to this class are distinguished from positions allocated to the Natural Resource Program Specialist class by the requirement that they coordinate the activities of various entities or programs. Positions do not work on a consulting basis in the course of performing their routine duties. They are distinguished from the Natural Resource Project/Section Manager class by the absence of responsibility to manage an agency-designated section that

includes supervision of at least two professional staff of which one is a Natural Resource Program Coordinator or Specialist or equivalent, or agency-designated natural resource program activity.

Knowledge and Abilities

Knowledge of: department programs and related laws, regulations and policies; principles of supervision and training; contract preparation and administration; principles of negotiation; principles and techniques of planning.

Ability to: select and supervise personnel; communicate effectively; establish and maintain productive working relationships; respond effectively to changing needs and priorities; allocate resources.

Minimum Qualifications

A Bachelor's degree in forestry or area of specialty and three years' professional experience in a program area.

OR

Two years' experience as a Forester 2, equivalent or higher level professional class in the Department of Natural Resources.

Paraprofessional experience as an Administrative Assistant 2 or equivalent class in the Department of Natural Resources may substitute for the professional experience on a ratio of three years' paraprofessional experience to two years; professional experience.

New Class: 8-12-83

Revised minimum qualifications: 4-13-84

Revised minimum qualifications: 7-12-85

Revised definition, delete distinguishing characteristics and title change (formerly Natural Resource Program Coordinator 1):
7-10-87 (effective 8-1-87)

Revised definition: 9/11/87

Revised definition: 3/11/88

Revised definition and add distinguishing characteristics:
9/18/96