

**State of Washington
Dept. of Natural Resources
invites applications for the position of:
Urban Forestry Grant Program
Administrator, Natural Resources
Technician 3**

careers.wa.gov
Working for Washington State

SALARY: \$3,067.00 - \$4,083.00 Monthly
\$36,804.00 - \$48,996.00 Annually

OPENING DATE: 05/11/22

CLOSING DATE: 05/30/22 11:59 PM

DESCRIPTION:



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES



**Urban Forestry Grant Program Administrator, Natural Resources Technician 3
Recruitment #2022-5-7992
Full-time, Permanent, Represented position
Location: Natural Resources Building- Olympia, WA. Location flexible.**

Want to join something GREAT and make a difference?

The Washington Department of Natural Resources (DNR) has an exciting opportunity in our Forest Resilience Division's Community and Landowner Assistance Section, Urban and Community Forestry Program. **The DNR Forest Resilience Division is seeking a motivated individual to oversee our division-based Urban Forestry agreements and work with partners to ensure successful project implementation.**

The Urban and Community Forestry (UCF) Program works to educate Washington State residents and decision-makers about the economic, environmental, psychological, and aesthetic benefits of trees and to assist local government, community groups, and volunteers in planting and sustaining healthy trees and vegetation wherever people live, work, and play in Washington State. The mission of UCF is to provide leadership to create self-sustaining urban and community forestry programs that preserve, plan, and manage forests and trees for public benefit and quality of life.

As part of this division and program, you will work alongside a talented team of professional planners, scientists, and implementers providing service to local, state, private, and federal partners to increase the resiliency and health of Washington's forests and landscapes. In this position, you will be part of a team focused on providing services to those managing urban forests throughout Washington. You will serve as the primary point of contact for Urban and Community Forestry Program grants and contracts and be responsible for serving as agreement project

manager to facilitate project completion. This position works with the program team under the supervision and guidance of the Urban and Community Forestry Program Manager.

Our **Urban Forestry Grant Program Administrator** serves as the primary connection between DNR and Urban and Community Forestry Program grantees, partners, and vendors to ensure appropriate, thorough, and timely completion of projects through facilitation of amendments or extensions; communicating agreement requirements and expectations; and issuing reminders for deadlines, key benchmarks, and reporting requirements.

This position will also interact with our program staff and DNR Contracts and Procurement staff to draft and prepare external grant and contract documents, monitor progress of executed agreements, catalog submitted invoices and reports, and track expenditures. The position will support the processing of invoices, resolution of problems, and enforcement of standards for compliance among grantees and vendors.

DUTIES:

Responsibilities:

- Serve as agreement project manager to ensure appropriate, thorough, and timely completion of projects. In cooperation with existing project managers, monitor project work and progress toward completion of deliverables. Send reminders about deadlines, key benchmarks, and reporting requirements. Communicate requirements, updates, and reminders for grant programs.
- Serve as the primary point of contact for questions about grants and contracts associated with the DNR UCF Program.
- Assist with tracking invoices and expenditures. Catalog submitted invoices and reports. Track agreement balances with coordination with Forest Resilience and Regulation budget and contracts staff. Work closely with the UCF Program Manager to prepare invoices for submission, resolve problems as they arise, and enforce standards for compliance among grantees and vendors.
- Solicit feedback from DNR staff, applicants, grantees, and other stakeholders to improve UCF grant and contract documents. Seek opportunities to make grants and contract agreements more accessible and inclusive.
- Assist successful grant applicants with formatting scopes of work and deliverables for inclusion in agreements.
- Develop creative multi-media grant application and management guides, how-to videos, or other materials designed to support prospective applicants and funded grantees.

QUALIFICATIONS:

Required Qualifications:

- Bachelor's degree in project management, business, finance, accounting, or related field OR Equivalent combination of education and experience.
- Experience successfully managing and administering grants, contracts, or other partnership agreements.
- Grant writing and development experience.
- Experience with records maintenance and retention.
- Experience and skills in customer service.
- Experience of effective oral and written communications and can convey messages clearly and persuasively, including public speaking skills.
- Demonstrated experience responding to and interacting in a positive, responsive, cooperative, collaborative manner with the public and other professionals (both inter-organizational and interdisciplinary).
- Proficient with computers and Microsoft Office applications including Excel and SharePoint.
- Works well independently and effectively manages multiple tasks at different stages.
- Organizational management - has a strong understanding and ability to organize efficiently and the ability to develop or use systems for tracking implementation and accomplishments

- of several complex projects.
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication
 - Inspire Others
 - Commitment to Excellence
 - Employees of the Department of Natural Resources (DNR) are required to be fully vaccinated against COVID-19 as a condition of employment. This position is based in an office/fieldwork setting and requires in-person attendance/interactions with no option for full-time telework. Please note that any offer of employment is contingent upon you providing verification of your vaccine status. No start date will be approved until you verify your status.

Desired Qualifications:

- Professional experience working with or for a federal, state, or municipal government, and/or non-profit organizations.
- Experience in environmental, natural resources, or conservation related work which includes but is not limited to forestry, fisheries, wildlife management, land management, soil and water conservation, etc.
- Skills and experience with general forest health issues such as insects, diseases, invasive species, drought, wildland fire, etc. and general UCF knowledge of tree inventories, canopy analysis, urban forest management plans and tree plantings.
- Experience working with underserved or historically marginalized residents, neighborhoods or communities; firm understanding of social and environmental justice issues.

SUPPLEMENTAL INFORMATION:

About the Department of Natural Resources (DNR).

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity and inclusion. With nearly 1,500 employees in locations throughout Washington, we manage and protect more than 5 million acres of state-owned forest, range, commercial, agricultural and aquatic lands.

Our Vision – Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values:

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of those include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments

- A comprehensive benefit package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

Application Requirements:

- To be considered you must apply online at www.careers.wa.gov (Click on the APPLY button above). You must complete the entire online application to be considered for the position.
- Attach a letter of interest describing how your experience and qualifications relate to the position profile and the position required, desired and special requirements.
- Attach a resume describing your experience and qualifications.
- Provide three to five professional references – you may attach a document, use the References text field in the online application, or include with resume.
- Complete all supplemental questions.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22 or other verification of military service. Please black out your social security number prior to attaching. We thank you and are grateful for your service!

The Department of Natural Resources is an Equal Opportunity Employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Persons needing accommodation during the screening process or this announcement in an alternative format may contact DNR Recruiting staff at (360) 522-2500 or (360) 522-0143 or by email at DNRrecruiting@dnr.wa.gov. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington State Telecommunications Relay Service (TRS) at 1-800-833-6388 or www.washingtonrelay.com.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Questions? Please contact Ben Thompson at ben.thompson@dnr.wa.gov or e-mail us at DNRrecruiting@dnr.wa.gov

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855)524-5627 or email CareersHelp@des.wa.gov.

Urban Forestry Grant Program Administrator, Natural Resources Technician 3 Supplemental Questionnaire

- * 1. Please describe what interests you about the Department of Natural Resources.
- * 2. Please describe what a diverse and inclusive work environment means to you.
- * 3. Do you have a Bachelor's degree in project management, business, finance, accounting, or related field OR Equivalent combination of education and experience?

- Yes
 No
- * 4. Do you have experience successfully managing and administering grants, contracts, or other partnership agreements?
 Yes
 No
- * 5. Do you have grant writing and development experience?
 Yes
 No
- * 6. Do you have experience with records maintenance and retention?
 Yes
 No
- * 7. Do you have experience and skills in customer service?
 Yes
 No
- * 8. Do you have experience of effective oral and written communications and can convey messages clearly and persuasively, including public speaking skills?
 Yes
 No
- * 9. Do you have demonstrated experience responding to and interacting in a positive, responsive, cooperative, collaborative manner with the public and other professionals (both inter-organizational and interdisciplinary)?
 Yes
 No
- * 10. Are you proficient with computers and Microsoft Office applications including Excel and SharePoint?
 Yes
 No
- * 11. Where did you hear about this job posting?
 www.dnr.wa.gov
 www.careers.wa.gov
 WA WorkSource office or WorkSourceWA.com
 Governmentjobs.com
 Monster
 Indeed
 LinkedIn
 Facebook
 Twitter
 College/university website/career fair
 Handshake
 Newspaper
 Direct Email Notification
 Statewide Employee Business Resource Groups (BRG)
 Professional/Personal Network
 Job Board
 Job Fair
 Diversityjob
 Ziprecruiter
 Other (please specify below)
12. If you answered "other" to the previous question, please specify how you learned of this employment opportunity in the space below.

* Required Question