

PugetSoundPartnership

our sound, our community, our chance

Oil Spill Policy Specialist

Salary: \$4,214-\$5,535 per month DOQ, plus benefits

Location: Olympia/Tacoma, WA

Opens: March 4, 2010

Closes: March 18, 2010

exempt from civil service, project position (anticipated through June 30, 2011)

The Puget Sound Partnership is seeking a qualified candidate for the position of Oil Spill Policy Specialist. This position reports to the Special Assistant of the Partnership and will assist with the implementation of our mission by helping the agency, the Ecosystem Coordination Board and the Leadership Council maintain Washington's vigilance in preventing, preparing and responding to oil spills in Puget Sound and other navigable waters.

VISION

Puget Sound is a healthy, sustainable ecosystem that supports the prosperity of present and future generations.

MISSION

To lead a science based, results driven, publicly embraced partnership to implement the Action Agenda for the restoration and protection of Puget Sound.

The Puget Sound Partnership was established as a state agency by the 2007 Legislature and the Governor to develop and implement an aggressive action agenda for restoring the health of Puget Sound by 2020. The Partnership is a dynamic organization charged with taking a collaborative and accountable approach to accomplishing its mission. It relies on the contributions of a variety of entities, including state, local, federal and tribal governments, community and environmental organizations, businesses, watershed and salmon recovery groups. To achieve its mission the Partnership must successfully engage the public in Puget Sound restoration efforts. The Partnership's work will require creativity, innovation and a wide variety of tools and approaches to engage individuals and groups throughout the region in the stewardship and recovery of Puget Sound. More information on the Partnership is available at our web site: www.psp.wa.gov.

POSITION OVERVIEW AND GOALS

The Oil Spill Policy Specialist will assist with implementation of the Puget Sound Partnership's mission by helping the Partnership maintain Washington's vigilance in preventing, preparing and responding to oil spills in Puget Sound and other navigable waters. He/She will provide thorough, objective and accurate information and research to the Partnership and the members of the Ecosystem Coordination Board and Leadership Council to enhance their collective expertise on relevant subjects and provide assistance in making recommendations to improve Washington's oil spill prevention, preparedness, and response programs.

PRINCIPAL RESPONSIBILITIES

Provide independent advice and assessment of Washington State's oil spill prevention, preparedness and response programs—including the review of existing activities and recommendations for necessary improvements.

KNOWLEDGE, SKILLS and ABILITIES

All candidates must demonstrate:

- Outstanding analytical and communication skills;
- A commitment to customer service;
- Knowledge of state, federal and tribal government operations;
- Knowledge of performance measurement and change management principles and practices; and
- The ability to work independently and as part of a team with equal effectiveness.

The Policy Specialist is expected to:

- Conduct research, convene and facilitate stakeholder meetings, perform analyses, synthesize information, and provide written and verbal reports and presentations to assist in developing policy recommendations.
- Analyze and prepare reviews of agency WACs, determinations, oil spill contingency plans, operations, budgets and funding mechanisms, and other relevant information.

DESIRABLE EDUCATION AND EXPERIENCE

The successful candidate will:

- Have a bachelor's degree and two to three years of related professional level experience. A master's degree or PhD in a related field may substitute for one to two years of experience. Preference will be given to candidates with education and experience relating to maritime studies, environmental, physical, or natural sciences, environmental planning and/ or engineering or other allied field.
- Objectively analyze and form accurate conclusions about data and information, and identify actions that should be taken in response to these conclusions.
- Manage projects by defining action steps, involving stakeholders, setting timelines and achieving targets while optimizing the use of time, money people, and other resources.
- Identify necessary sources of information, develop criteria for data collection and analysis, select techniques for application, including basic statistical techniques, where necessary, draw conclusions for recommendations to the agency, and develop preliminary findings and proposed recommendations based on study findings.
- Proven ability to perform high quality, objective research, and analysis in a position requiring high levels of self-direction.
- Excellent analytical, written, presentation and organizational skills.
- Effectively communicate to senior executives, agency staff, stakeholders, and the public.
- Take a proactive, creative, flexible, and service-oriented approach to work.
- Use plain language to concisely explain complex or technical information, and to clearly emphasize key points.
- Be comfortable working in a demanding, fast-paced environment while meeting tight deadlines.
- Demonstrate a high degree of political sensitivity and attention to detail.
- Demonstrate the ability to develop and maintain effective working relationships while negotiating and resolving frequently contentious issues.
- Work independently under limited supervision; use sound, independent judgment in making decisions about and completing assigned tasks.
- Have substantial experience working with Microsoft Office products, including Word, PowerPoint, Excel, and Project.
- Perform other duties as assigned. This position occasionally requires travel and to work more than 40 hours per week.

COMPENSATION

Salary is dependent on experience, not to exceed \$66,420 annually. This position serves at the pleasure of the Executive Director. Washington State has a generous benefit package including health, dental and life insurance, retirement, and an optional deferred compensation program. You may go to www.hca.wa.gov for health benefit information and www.drs.wa.gov for retirement benefit information.

APPLICATION PROCESS

Send a letter of interest describing relevant qualifications, a detailed résumé, names of three professional references with phone numbers and 2 samples of your writing. Please send the information to:

Jennifer Eberle
Puget Sound Partnership
P.O. Box 40900
Olympia, WA 98504-0900

Electronic applications are encouraged (in PDF format). Applications will be screened and only those candidates who most closely meet the desirable education, skills, knowledge, and abilities will be interviewed. E-mail to jennifer.eberle@psp.wa.gov. If you need additional information please call (360) 725-5454 or 800-54-SOUND.

Applications must be received no later than 5 p.m. March 18, 2010. **This is a receipt deadline, not a postmark deadline.** By submitting materials, you are indicating that all information is true and correct. The state may verify information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. PSP may hire only those who are legally authorized to work in the United States.

The Puget Sound Partnership is an Equal Opportunity Employer. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format may call (800) 833-6388.