



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: TBD		
Agency: Indiana Department of Natural Resources		BU: 300
Division: Nature Preserves	Section/District: 065	
Job Title: Program Director 1		Job Code: 02WM1
Working Title (if different from above): Special Projects Coordinator		
Reports To: Program Manager		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt	Effective Date : 10/1/15	

Purpose of Position/Summary:

The Lake Michigan Coastal Program Special Projects Coordinator position performs professional and administrative duties required to implement the Lake Michigan Coastal Program (LMCP). Incumbent is located in Northwest Indiana and is responsible to the Lake Michigan Coastal Program Manager. The incumbent also provides support for the Coastal Advisory Board, technical assistance regarding coastal management issues, and maintains ongoing relationships with coastal communities and other state agencies. The incumbent reviews local and state government policy and implementation procedures for coordination and compliance with Coastal Management Program goals and objectives. Responsible for developing and coordinating technical and policy information especially in relation to the Coastal Nonpoint source pollution program, and the Section 309 Enhancement Program. Position is responsible for fully developing and implementing the Nonpoint Program. In addition, the incumbent oversees special project implementation to achieve Section 309 goals. Coordinates multi-discipline workgroups. Develops and makes presentations to the Lake Michigan Coastal Advisory Board and other entities.

Essential Duties/Responsibilities:

Coastal NonPoint Initiatives:

- Develops, implements and coordinates the Indiana Coastal Nonpoint Source Pollution Control Program.
- Develops fifteen-year strategy and five-year Coastal Nonpoint implementation plan.
- Coordinates NonPoint program efforts with federal and state agencies, local units of Government, Universities, and private non-profit organizations.
- Coordinates activities with workgroups to develop and enhance programs for the Coastal Nonpoint Program – includes current Septic Coordination Workgroup, and future workgroups
- Represents program on national NonPoint workgroups – including by not limited to Coastal States Organization – 6217 Workgroup
- Attendance at meetings addressing nonpoint pollution issues in the Coastal Region and Statewide such as watershed planning meetings, Soil and Water Conservation Board Meetings, MS4 Regional Meetings, and other related meetings & workshops.
- Analyzes federal actions and mandates regarding the development of the nonpoint source pollution control program and, serves as liaison between the coastal management program, other states, and state and federal agencies dealing with nonpoint source pollution and research and reviews all materials and policies related to coastal nonpoint source pollution
- Responds to written and verbal inquiries relating to the Lake Michigan Coastal Management Program, i.e. the nonpoint source pollution, public access, and cumulative and secondary impacts of development programs.
- Develops project alternatives with project applicants to protect coastal resources and meet state and federal requirements
- Provides support to the Clean Marina Program - certification of eligible Marinas, coordination with IDEM, development of program policy and written guidance materials, as well as annual roundtable meeting.
- Provides technical assistance related to watershed planning, nonpoint pollution avoidance, and Stormwater / Green Infrastructure Best Management Practices (BMPs)
- Work in conjunction with LMCP Coastal Resource Planner, partners, and local planning staff to adopt watershed management plans into local comprehensive plans

Special Projects:

- Oversees LMCP implementation of Coastal Zone Management Act Section 309 Program.
- Coordinates input from LMCP staff and partners on Section 309 projects.
- Develops scope of work for Section 309 Contract projects
- Reviews, scores, and prioritizes Request For Proposal/Request for Quote - responses for contract selection
- Works with Program Manager, and Operations Specialist, to develop contracts for 309 Projects
- Oversees Section 309 Project contract implementation
- Develops Section 309 Projects of Special Merit project applications
- Work with partner organizations – collect information on installed BMPs within coastal watershed. Develop unified GIS file of BMP locations.
- Develops and oversees GIS data usage for program. Includes development of data layers and modeling for Nonpoint Plan and other GIS related projects.

Lakewide Management Plan (LaMP):

- Serves as the DNR Coordinator for the Lake Michigan Lakewide Area Management Plan - provides technical support and input and coordinates DNR staff capacity required to implement Plan.
- Implements tasks outlined in IDEM/DNR MOA regarding LaMP implementation.

Outreach and Education:

- Provides staff support to the Coastal Advisory Board, including preparing and delivering presentations;
- Prepares and presents annual report on the Coastal Nonpoint Program.
- Prepares educational materials for Coastal Nonpoint Pollution program

Job Requirements:

- Bachelors degree in natural resources science field;
- Two years of contract and project management experience;
- Substantial skill in preparing and conducting public meetings and discussions with public organizations, state agencies and citizen groups in which specific information is communicated and decisions are made under possibly adversarial or controversial conditions.
- Substantial experience developing and fostering partnerships among Federal, Regional, State, and local government, University, and nonprofit organizations.
- Specialized knowledge of watershed planning, stormwater / green infrastructure Best Management Practices (BMPs);
- Strong knowledge of EPA Lakewide Management Plan (LaMP)
- Strong knowledge of Indiana Coastal Region socioeconomic issues and natural resource issues.
- Broad knowledge of coastal resources and means available to protect them, including dunes, natural areas, wetlands, endangered species and their habitat, surface and ground water quality, recreational areas and fisheries;
- Extensive knowledge and skill in program development, implementation, monitoring and evaluation.
- Ability to develop project scope, timelines and budgets. Serve as Project and contract manager for various Section 309 funded activities;
- Outstanding verbal and written communication skills, including preparing and conducting public presentations and meetings;
- Organizational skills with the ability to manage many responsibilities and duties;
- Ability to work well on contentious issues with a diverse public;
- Advanced knowledge and understanding of environmental statutes and federal, state, and local government functions; and
- Broad knowledge of state regulations and agency jurisdictional mandates, and knowledge about state rules or laws which may apply to the LMCP.
- Ability to develop maps, manage data, and conduct analysis in a GIS environment.

Supervisory Responsibilities/Direct Reports:

Incumbent is responsible to the Lake Michigan Coastal Program Manager (Broadband Executive). Incumbent supervises Seasonal employee periodically.

Difficulty of Work:

Incumbent performs duties under overall program policy guidelines established by the Division and Lake Michigan Coastal Program. Analytical skills and flexibility are required to oversee projects in varying locations and at different stages of completion.

Incumbent performs work independently under Department and Division guidelines with minimal daily supervision or technical guidance. Questions of policy are referred to the Program Manager or Division Director. Work must be accurate and complete since mistakes can result in project delays and or/ineffectiveness, increased expenses, frustrations and added costs, and impaired relations with other agencies and organizations.

Responsibility:

Incumbent is responsible for the Coastal Nonpoint Pollution Control Program. This includes development and implementation. This is an integral and Federally mandated component to the Coastal program. Incumbent is also responsible for Section 309 Enhancement Program.

Personal Work Relationships:

Incumbent is in frequent contact with other personnel of the Division and Department, soil and water conservation districts, other state, federal or local agencies, local project sponsors, private consultants, environmental organizations, media representatives, landusers and residents from project watersheds, and the general public. All duties must be performed in an accurate, ethical, and courteous manner.

Physical Effort:

Incumbent mostly works in an office environment. As such, the physical effort is generally limited.

Working Conditions:

Incumbent works primarily in an office environment, but at times must work outdoors under all types of weather and terrain conditions. Incumbent is expected to travel to all parts of the state, but primarily in the Coastal Region, for meetings and project duties at all times of the year and in varying weather conditions.