

Job Description

Job Title:	Special Projects Coordinator - Department of Natural Resources
Job ID:	619781
Apply Before:	12/10/2018
Location:	Porter County
Full/Part Time:	Full-Time
Regular/Temporary:	Regular
City/County/St:	Chesterton, Porter County, IN

Hire Salary:

Salary for this position is commensurate with education and job experience.

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About the Job:

The Lake Michigan Coastal Program (LMCP) provides technical guidance, partnership, and some financial assistance to municipal, county, and state government agencies which are working within Indiana's Lake Michigan coastal region. The mission of the LMCP is to protect and enhance natural, cultural, and historical coastal resources, and to foster coordination and partnerships among local, state, and federal agencies and local organizations.

The Lake Michigan Coastal Program Special Projects Coordinator position is located in Northwest Indiana and has four main areas of responsibility:

- Advancing coastal nonpoint pollution control initiatives
- Managing special projects that will improve and enhance Coastal Program strategies and goals
- Acting as a DNR representative to the EPA's Lake Michigan Lakewide Action and Management Plan (LAMP)
- Providing technical assistance to Coastal Program partner organizations and stakeholders

A Day in the Life:

Coastal Nonpoint Pollution Control Initiatives:

Develops, implements and coordinates the Indiana Coastal Nonpoint Source Pollution Control Program.

- Coordinates nonpoint program efforts with federal and state agencies, local units of government, universities, and private non-profit organizations.
- Provides technical assistance and support addressing nonpoint pollution issues in the Coastal region and

Statewide to such groups as watershed planners, Soil and Water Conservation Boards, and MS4 managers

- Analyzes federal actions and mandates regarding the development of the 6217 nonpoint pollution control program
- Reviews all materials and policies related to coastal nonpoint pollution control

Project Management Responsibilities:

Oversees implementation of Coastal Zone Management Act Section 309 Enhancement Program, tasks including but not limited to:

- Coordinates input from LMCP staff and partner organizations on project planning and implementation
- Develops project scopes of work
- Writes Requests for Proposals/Quotes for contracts
- Reviews, scores, and prioritizes Request For Proposal/Quotes responses for contractor selection
- Develops contracts
- Oversees contract and project implementation
- Publicizes the data/results of the projects
- Develops applications for Section 309 Projects of Special Merit funding

Lakewide Action and Management Plan (LAMP):

Acts as an Indiana DNR representative for the Lake Michigan Lakewide Action and Management Plan, which is coordinated by the U.S. EPA and the Indiana Department of Environmental Management (IDEM).

- Provides technical assistance and support to watershed and nonpoint pollution related activities and programs within the Lake Michigan basin of northwest Indiana
- Assists the IDEM LAMP Coordinator with developing and implementing Indiana's portion of the Lake Michigan LAMP
- Outreach to, and coordination of, stakeholder groups involved in LAMP development and implementation

Technical Assistance:

Collaborates with local, state, and federal agencies and local organizations to provide technical knowledge and skills in subjects as outlined below.

- Provides technical assistance related to watershed planning, nonpoint pollution avoidance, and stormwater / green infrastructure best management practices (BMPs)
 - Works in conjunction with LMCP staff, partner organizations, and local planning staff to adopt watershed management plans into local comprehensive plans
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What we're looking for:

- Bachelor's degree in natural resources science field
 - Extensive contract and project management experience with the ability to develop project scopes, timelines and budgets
 - Excellent organizational skills with the ability to manage many responsibilities and duties, and to meet deadlines
 - Knowledge and skill in program development, implementation, monitoring and evaluation
 - Ability to research, investigate and analyze specific topics related to LMCP program subjects of interest
 - Outstanding verbal and written communication skills, including preparing and conducting presentations and meetings with local, state, and federal agencies and local organizations
 - Experience developing and fostering partnerships among local, state, and federal agencies and local organizations
 - Specialized knowledge of watershed planning, storm water / green infrastructure best management practices (BMPs)
 - Basic knowledge of EPA's Lake Michigan Lakewide Action and Management Plan (LAMP)
 - Broad knowledge of Indiana Coastal region socioeconomic issues and natural resource issues.
 - Thorough knowledge and understanding of environmental statutes and federal, state, and local government functions
 - Broad knowledge of state regulations and agency jurisdictional mandates, and knowledge about state policies or laws which may apply to the LMCP
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Additional Comments:

- Professional 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, land users and residents from project watersheds, and the general public. All duties must be performed in an accurate, ethical, and courteous manner.
 - Professional works primarily in an office environment, but at times must work outdoors under all types of weather and terrain conditions. Professional 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.
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Benefits:

The State of Indiana offers a comprehensive benefit package which includes:

- Choose from four medical plans (including RX coverage), vision and dental
- Wellness program that offers eligibility into a discounted medical plan
- Health savings account, offered for most medical plans, includes state contributions

- Deferred compensation account (similar to a private sector's 401 K plan) with employer match, as well as a choice between two fully funded pension plans
 - Group life insurance
 - Employee assistance program that allows for covered behavioral health visits
 - Paid vacation, personal and sick time off
 - The State of Indiana offers other generous leave policies covering a variety of employee needs
 - 12 company paid holidays, 14 on election years
 - Qualified employer for the Public Service Loan Forgiveness Program
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Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer