

Posting Period

January 30, 2017 –
Open Until Filled

Compensation

Starting salary range is
\$4,246/mo - \$5,518/mo

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented
(Non-Exempt)

Department

Environmental & Planning
Services

Reports To

Director, Environmental &
Planning Services

To Apply

<https://careers.portoftacoma.com>



For question or inquiries, please
contact the Human Resources
Department at
hr@portoftacoma.com



www.portoftacoma.com

Job Summary

This position is responsible for performing a wide variety of technical duties in support of the functional areas of the Environmental and Planning Services teams. Typical duties include, but are not limited to, technical editing, assisting with state grant application and intake process, records management, State Environmental Policy Act documentation, Geographic Information Systems (GIS) coordination, annual progress reporting, commitment tracking administration. Additional duties include composing correspondence, undertaking research, coordinating schedules, preparing and monitoring budgets, and providing technical support functions and project based work. Work may be sensitive and/or confidential.

Essential Functions and Duties

- Provides technical editing, document management and Quality Assurance/Quality Control measures on all external documentation, including graphical support, and assists data and graphics management (GIS).
- Assists Project Managers and/or prepares grant applications and grant administration, develops and submits necessary grant reports, and provides cost tracking for grants managers/sponsors.
- Conducts research and special studies on specific environmental/planning related topics.
- Prepares clean truck stickers for distribution, manages the Clean Truck Program RFID inquiries, acts as lead contact for the truckers, maintains database, and provides statistical information to internal and external stakeholders.
- Implements existing SEPA procedures for agency filing, ensures public notification requirements are met, and acts as primary point-of-contact for any public comments received.
- Conducts quarterly project budget updates and quarterly and annual progress and financial reporting. Assists with project commitment tracking and annual progress reporting.
- Provides assistance in compliance reporting. Manages the process of tracking, reporting, listing of regulations and assists in the annual report and the Port-wide compliance calendar.
- Other duties as assigned.

Required Experience and Education

Minimum education required is a Bachelor's Degree involving major study in environmental, physical, or one of the natural sciences, environmental planning, business, communications, technical writing, GIS or other related fields.

Previous job experience required includes a minimum of three (3) years' related work experience providing professional support to a department, work unit or team. Must be proficient in Microsoft Outlook, Word, PowerPoint, and Excel and possess general knowledge of database software.

People. Partnership. Performance.

Environmental Specialist - Recruitment #386

Knowledge, Skills, Abilities & Other Work Characteristics

Must demonstrate a collaborative style, excellent problem solving skills and unquestionable integrity. Must have the ability to use sound judgment when performing assigned tasks, understand and apply environmental regulations and related laws, write clearly and concisely, and assist in preparing maps, plans, charts and graphs. Must have the ability to communicate effectively with Port staff, other agencies, industry contacts and the general public. The successful candidate will have the ability to establish workload priorities, balance diverse projects and have the flexibility and discernment to change priorities if and when appropriate.

Must be able to work in a face paced environment and be able to work both independently and in a team, with a proven record of strong work ethics, positive attitude and a team spirit. Must possess strong verbal, written, analytical and interpersonal skills and have the ability to deal with conflicts constructively and diplomatically. Excellent skills in typing, business writing, editing and proofreading skills are also required. Must demonstrate excellent customer service skills, have impeccable attention to detail and outstanding planning skills. It is important that successful incumbents be able to work with diverse populations and customer base.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The Port of Tacoma wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The alliance seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

Working Conditions

Most of the duties and responsibilities are performed in an office cubicle environment, while sitting, with the majority of the day spent operating a PC and telephone. Filing will require some bending and occasional lifting up to ten (10) pounds. Must be able to tolerate some noise and frequent interruptions.

Attendance at meetings and Port outreach events will require mobility within the building and possibly to locations off Port premises.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed at <https://www.tsa.gov/twic>.

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

