



KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

EMPLOYMENT OPPORTUNITY PLANNER III

LOCATION: Enterprise Plaza
285 Beiser Boulevard, Suite 102
Dover, DE

Closing Date: April 2, 2020
Salary: \$45,202/year

This is not a merit position. This is a contractual position with the opportunity to work long term.

The Kent Conservation District, a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of Planner III with the Delaware Department of Natural Resources and Environmental Control, Division of Watershed Stewardship's Nonpoint Source (NPS) Program and will report to Dover, Delaware.

DESCRIPTION

This person will be an integral part of a team that is working to meet ambitious schedules and increasing requirements for the Chesapeake Bay Program as a result of the EPA Total Maximum Daily Load (TMDL) and associated Delaware Chesapeake Bay Watershed Implementation Plans (WIPs).

A critical component of this position is assisting with managing Delaware's Chesapeake Bay Implementation Grant (CBIG). The CBIG is an annual allocation from the Environmental Protection Agency (EPA) to help Delaware achieve its water quality improvement goals and other outcomes for the restoration of the Chesapeake Bay, as outlined in the 2014 Chesapeake Bay Agreement. Grant management tasks include preparing and assisting with satisfying federal grants and related commitments consisting of, but not limited to managing budgets, initiating contracts, updating associated documents, regularly corresponding with partners, and meeting federal reporting requirements.

RESPONSIBILITIES

- Data collection and analyses, managing databases, and coordinating with partner agencies and groups. Knowledge of Best Management Practices (BMPs) is preferred.
- Participating on various Chesapeake Bay Program workgroups in order to represent the Department and the State of Delaware on various issues; so an understanding of Total Maximum Daily Loads (TMDLs), Watershed Implementation Plans (WIPs), and watershed science is preferred.
- Coordinating and facilitating various meetings applicable to Chesapeake Bay BMP implementation efforts requiring interaction with a variety of stakeholders including both public and private sector.

QUALIFICATIONS:

- A bachelor's degree in environmental science and/or related field is preferred.
- Experience in designing, collecting and analyzing data, and presenting results of a complex planning project.
- Proficiency in word processing, spreadsheets, and databases.
- Strong communication skills, both verbal and written, and an ability to collaborate with state and governmental agencies, academia, non-profit sector and private landowners.
- Strong organizational skills, project management, and ability to work independently.

REQUIREMENTS

- A valid driver's license, (not suspended, revoked, or cancelled, or disqualified from driving) as well as the willingness and ability to travel throughout the state, including out-of-state and overnight travel is required.
- Applicants must be legally authorized to work in the United States. The Kent Conservation District does not provide sponsorship for holders of H-1B Visas.

PREFERENCES FOR THIS POSITION INCLUDE:

- Grant management experience.
- An understanding of BMPs, TMDLs, WIPs, and watershed science.
- Experience with Geographic Information System (GIS).
- The flexibility, willingness and ability to work longer days dependent upon program workload is also preferred.

BENEFITS

The Kent Conservation District offers a comprehensive benefit package including: 37.5 hour work week with flexible scheduling options, 15 paid vacation days the first year, 9 paid holidays a year, and 15 paid sick leave days per year. Pension and health insurance are also included in the benefits package. Direct Deposit of paychecks will be required as a condition of employment for new employees.

TO APPLY, PLEASE EMAIL BOTH YOUR RESUME AND KCD APPLICATION ([PDF](#) or [MSWORD](#)) TO:

(The KCD Application may also be downloaded from the KCD Employment Opportunities website)

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FOR MORE INFORMATION, PLEASE CONTACT

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