



KENT CONSERVATION DISTRICT

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

EMPLOYMENT OPPORTUNITY GRANT SPECIALIST – PLANNER III

LOCATION: DNREC-Division of Watershed Stewardship
Chesapeake Bay Implementation Program
285 Beiser Boulevard, Suite 102
Dover, DE 19901

Closing Date: Until Filled
Salary: \$55,099

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 Grant Specialist – Planner III with the DNREC's Division of Watershed Stewardship. This permanent, full-time position will be an integral part of a team that is working to meet ambitious schedules and increasing requirements for the Chesapeake Bay Program because of the EPA Total Maximum Daily Load (TMDL) and associated Chesapeake Bay Watershed Implementation Plan (WIP). This position will work with water quality and watershed science, modeling, and public policy issues. The desirable candidate will have both strong analytical and technical writing skills as well as interpersonal skills. The ability to work independently is also preferred.

The incumbent will be an employee of the Kent Conservation District assigned to the Delaware Division of Watershed Stewardship and will be housed by Department of Natural Resources and Environmental Control (DNREC). This is a grant-funded, full-time, limited-term position that may be extended depending on performance and available funding.

RESPONSIBILITIES:

1. Compile, assess, and manage best management practice (BMP) implementation data and assist with improving data tracking and reporting systems.
2. Cooperate with partner agencies and groups to analyze data and provide data and information for decision making.
3. Assist with Grant Management.
4. Collect, create, and analyze data related to watershed assessment and monitoring to provide technical support of pollution risks and future project interests.
5. Coordinate and facilitate meetings and interact with a variety of stakeholders, including those from partner agencies and sectors of the public.
6. Participate in and represent the Division at workgroups and committees.
7. Provide program support to carry out Delaware's Chesapeake Bay Watershed Implementation Plan.

QUALIFICATIONS

1. A minimum of a bachelor's degree in environmental science, and/or related field.
2. Experience in designing, collecting data, analyzing, and presenting results of a complex planning project.
3. Proficiency with word processing, spreadsheets, and GIS software. Familiarity with database software such as Excel and Access and statistical tools. Experience with ESRI Products including ArcGIS and ArcGIS Online.
4. Experience with Federal grant management and reporting.
5. Strong organizational skills, project management, team participation as well as the initiative and ability to work independently.
6. Strong communication skills, both verbal and written, and an ability to collaborate with state and government agencies, academia, non-profit sector, and private landowners.
7. Valid driver's license with the willingness and ability to travel throughout the state, occasional out-of-state and overnight trips, and work longer days when needed.

CONDITIONS OF EMPLOYMENT:

1. Possession of a valid Driver's License (not suspended, revoked, or cancelled, or disqualified from driving).
2. Applicants must be legally authorized to work in the United States. The Kent Conservation District does not provide sponsorship for holders of H1-B Visas.
3. Direct Deposit of paychecks is required of all new employees.

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.

The Kent Conservation District is an Equal Opportunity Employer

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) Patricia.Risher@delaware.gov

FOR MORE INFORMATION, PLEASE CONTACT

Patricia Risher
District Human Resources Liaison
DNREC Fiscal Management
97 Commerce Way
Suite 106
Dover, DE 19901
Phone: 302-608-5478
Fax: 302-739-6461
Patricia.Risher@delaware.gov