

Natural Resource Specialist 1
Shellfish Program Material Sales Manager
Recruitment # 2014-11-6811-10845

SALARY RANGE: \$2,855 - \$3,726 per month plus comprehensive benefit package including retirement.
LOCATED in beautiful, scenic Olympia, Washington
CLOSES: NOVEMBER 23, 2014

POSITION PROFILE:

Come join a unique team of scientists, divers, and resource managers within Department of Natural Resources Operations Section of the Aquatic Resources Division. They will provide professional land management services by planning and implementing the sale of valuable materials (shellfish) from State Owned Aquatic Lands. They will manage geoduck auction processes and manage day to day implementation of short term shellfish harvest agreements including invoicing, accounting and data base management. They will serve as a section expert for shellfish revenue tracking and reporting and frequently liaise with both internal and external customers.

REQUIRED QUALIFICATIONS:

*The successful candidate will have a minimum of two years of experience at a Natural Resources Technician 3 or higher job classification level performing technical and/or professional duties relating to land use, transaction, lease, or development. *OR A Bachelor's degree with major study in business management, accounting, real estate, agriculture, aquatic land studies, police sciences or other business, law enforcement or natural resource studies.*OR An Associate degree in natural resource, law enforcement or business studies and two years of technical experience in land management.

DESIRABLE QUALIFICATIONS:

The successful candidate will have some or all of the following desirable qualifications:

- *Knowledge and experience of DNR's NaturE software system, experience entering data and preparing invoices, and experience of DNR's accounting practices.
- *Knowledge of: uses and management practices for various classes of land; basic surveying and aerial photography; laws, regulations and policies pertaining to state management of lands.
- *Ability to: recognize land uses and potential uses; understand, interpret, and enforce contract terms; negotiate, speak, write and report clearly and effectively; effectively evaluate and recommend land uses and make decisions and prescribe conditions to ensure maintenance or improvement of properties and assets.
- *Previous experience preparing contractual agreements and land leases
- *Previous experience creating basic Microsoft Access databases, writing and running queries, inputting data and creating reports
- *Previous experience utilizing Microsoft Excel spreadsheets, including basic macro writing and creating graphical presentations from data
- *Previous experience preparing and submitting permit applications
- *Effective organizational skills and follow-through on assignments
- *Ability to effectively multi-task and prioritize projects
- *Ability to effectively communicate with a diverse clientele, internal and external to the organization

FOR MORE INFORMATION AND HOW TO APPLY, CLICK HERE.<Natural%20Resource%20Specialist%201> OR GO TO:
<http://agency.governmentjobs.com/dnr/default.cfm?action=viewJob&jobID=1003793>

Questions? Please contact Blain Reeves at (360) 902-1100 or e-mail us at DNRrecruiting@dnr.wa.gov.

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