



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace

JOA #: 24-16 **Position #:** 432005 **Posting Date:** 8/22/2024 **Application Deadline:** Until filled

Position Title: Environmental Specialist III - IV **Starting Salary:** Up to \$56,523.56 DOQ

Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

Level III - A bachelor's degree in public administration, natural or environmental science or policy, civil or environmental engineering, planning, or other closely related discipline and five years of responsible experience in these fields; a master's degree or Ph.D. in one of these fields can substitute for one or two years of experience respectively.

Level IV - A bachelor's degree in public administration, natural or environmental science or policy, civil or environmental engineering, planning, or other closely related discipline and seven years of responsible experience in these fields; a master's degree or Ph.D. in one of these fields can substitute for one or two years of experience respectively.

Related experience may substitute for the required degree on a year-for-year basis.

Knowledge of relevant state laws and programs related to public procurement and project management. Ability to develop, interpret, and edit contracts, requests for proposals, technical documents, reports, and plans. Experienced in the use and application of word processing, spreadsheet, and other common office software. Good communication skills (verbal and written). The position requires that the professional receive the Florida Certified Contract Manager designation within 12 months of employment.

Special Abilities:

Familiarity with water resources, associated environmental processes, and the water resources of northwest Florida strongly desired. Demonstrated project management and project development skills, ability to recommend improvements and develop guidance materials for professional and technical staff, and ability to collaborate with an interdisciplinary team of professional and technical staff. Self-motivated and willingness to assist others to meet Division goals, as needed. Advanced certification, such as Project Management Professional or Certified Public Manager, is preferred. This position may be required to obtain the Florida Certified Contract Negotiator designation.

Description of Position:

This is an experienced, interdisciplinary position involving project management and related duties to achieve protection and restoration of the environmental quality and functions of the District's water resources; to advance sustainable water supply and water resource development; and to assist communities in accomplishing local priorities consistent with District goals and objectives.

- Conducts project management to help achieve the District's objectives for water supply, water quality, restoration, and resilience.
- Assists the Bureau Chief and the project management team in developing, managing, and implementing funding proposals and projects.
- Functions as a project manager for selected projects and leads project team for those projects. This includes managing grants and contracts; preparing and executing applications, agreements, bids, and proposals; preparing quarterly, annual, and final reports; providing oversight of contractors and grantees; and providing coordination with partner agencies and local governments.
- Facilitates quarterly reviews of project activities for the Bureau/Division.
- Researches and develops strategies to support and improve project management.
- Provides timely development and review of District plans, studies, and reports.
- Makes presentations to the public, government agencies, and the District's Governing Board.
- Promotes teamwork across divisions, bureaus, and programs and provides superior customer service to the citizens of Florida.
- Performs other duties as assigned.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nfwwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.