

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Watershed Program Manager
Position to be filled: November 28, 2016
Salary: \$53,968 annually

Reports to: Program Supervisor
Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.
Evenings/weekends as needed

Minimum Requirements:

- Bachelor's degree in Geology, Hydrology, Land Use Planning or related field.
- Minimum of three years of watershed management experience.
- Valid driver's license and insurance at time of appointment.
- Ability to efficiently multi-task on a daily basis.
- Strong knowledge of land use planning, watershed management and watershed restoration projects.
- Demonstrated knowledge of grant research & writing, and RFP processes.
- Strong relationship management and training development skills.
- Proficiency with map reading, geology, and hydrology.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Strong customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with use of databases and for data querying and reporting.

Responsibilities:

May include, but not limited to:

- Identifies, manages, implements and evaluates watershed programs and projects in an efficient and compliant manner.
- Engages volunteers and volunteer organizations in watershed restoration work around the region.
- Provides leadership and facilitates the implementation of decisions and strategies agreed upon by watershed groups.
- Communicates regional strategies and projects to landowners and stakeholders.
- Prepares outreach materials, press releases, Power Point presentations and displays.
- Participates in program planning activities, and provides input regarding new watershed programming and/or service improvements.
- Assists in seeking local, state, and federal grant funding opportunities, preparing grant proposals and writing grant applications to secure funding from eligible sources.
- Participates in program budget development and assists in monitoring program and/or subgrantee budgets.
- Represents CCBH at community meetings, workshops and events.
- Arranges and conducts trainings and promotional events related to watershed programming.
- Represents CCBH as a participant at coalition and/or subcommittee meetings.
- Develops and extracts reports from databases (i.e., Enterprise, etc.) for delivery to internal and external customers.
- Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.
- Participates as requested or needed in the event of any public health emergency.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: 4:30 p.m. October 3, 2016

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website,
www.ccbh.net. Please attach your resume.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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