



Employment Opportunities

Watershed Grants Technician

Bureau of Resource Management

\$21.11 hourly salary (Grade C11)

37.5 full time positions with full benefit packages

Apply By: Friday, September 22, 2017 @ 5:00 p.m.

GENERAL RESPONSIBILITIES:

Provides information to assist in the identification and development of grant opportunities for the Bureau of Resource Management, Carroll County Government, relating to environmental restoration. Writes, edits, reviews and submits grant proposals and applications and assists with marketing and public outreach.

ESSENTIAL TASKS: include the following;

1. Coordinate work with Bureau Chief and Grants Office to ensure compliance with related Federal, State, and local laws and regulations and County policies
2. Prepare and maintain watershed statistical tables, reports and permit applications
3. Write, edit, review and submit grant proposals
4. Communicate with legal advisors and grant agencies involving government standards, Commissioner agreements and policies
5. Work with the Board of County Commissioners, state, local and municipal agencies in watershed management issues and projects
6. Prepare and implements project schedules, including information, education, training and presentation of programs
7. Coordinate work associated with outreach programs
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations
10. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. Develop public outreach tools; webpage design, newsletter content, informational brochures and other marketing materials

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Environmental Science or Natural Resource Management or related field
2. Two years experience in watershed management or grant writing

A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

Apply on-line: cggovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Carroll County is an equal opportunity employer

Posted: 09/12/17
(18-24)