



## Environmental Administrative Coordinator

This full-time position reports to the Environmental Sustainability Manager and is located at the Ed Fischer Operations Center, 8600 NE 117<sup>th</sup> Avenue, Vancouver, WA 98662.  
The work schedule is Tuesday through Friday, 7:00 a.m. to 5:30 p.m.

### WHAT YOU WOULD DO:

This position provides support to the environmental sustainability department projects, events, and activities.

- prepares all grant documents, ensuring that all labor and materials are accounted for according to grant and budget requirements
- tracks and reports on allocation of all funding sources
- develops and maintains processes to provide timely, detailed, and accurate reporting for all open grants
- tracks, records and audits program time tracking
- supports student education and environmental outreach – regular staffing of student tour program and coordination of event and outreach activities with Communications team
- participates in outdoor restoration work weekly or as needed
- supports team participation in utility employee programs
- participates in and helps with departmental and program events
- coordinates environmental regulation and compliance tracking
- other duties as assigned

### QUALIFICATIONS:

Associate's degree and three to five years' experience in the performance of responsible clerical work, or equivalent combination of training and experience including demonstrated attention to detail and experience with process improvement. Experience in office or program operations management, accounting or auditing, and/or contracts and compliance. Experience with utility systems, including Timesheets, OnBase, PowerBI and Dynamics preferred. Demonstrated ability to work cooperatively with others. Must be proficient in Excel, possess excellent written communication skills and ability to provide exceptional customer service. Flexible, fastidious, team oriented and self-starter. Valid Driver's License required.

### BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

### SALARY:

Clark Public Utilities' salary ranges are market based and established annually. With full competency in the role and satisfactory performance the target is midpoint within the established range.

**Environmental Administrative Coordinator: Minimum \$57,176 Mid: \$69,746 Maximum \$82,315**

### HOW TO APPLY:

Please send your resume with a cover letter via email to [jobs@clarkpud.com](mailto:jobs@clarkpud.com). Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

### Equal Opportunity Employer

*At Clark Public Utilities, we are committed to being a place where a diverse mix of talented people want to come, to stay and do their best work.*