

|    | A                                    | B                      |
|----|--------------------------------------|------------------------|
| 1  | <b>Stormwater Utility Budget</b>     |                        |
| 2  |                                      |                        |
| 3  | <b>Revenue</b>                       |                        |
| 4  | Asotin County Utility Revenue        | \$ 399,664.00          |
| 5  | City of Asotin Utility Revenue       | \$ 52,444.00           |
| 6  | City of Clarkston Utility Revenue    | \$ 312,186.00          |
| 7  | Other Revenue - Construction Permits | \$ 50,000.00           |
| 8  | Grant Revenue - Capacity Grant       | \$ 267,362.00          |
| 9  | Utility Implementation Grant         | \$ 13,750.00           |
| 10 | Equipment Purchase Grant             | \$ 180,000.00          |
| 11 | Field Guide Grant                    | \$ 120,000.00          |
| 12 | Outreach Grant                       | \$ 60,000.00           |
| 13 | <b>Total Revenue</b>                 | <b>\$ 1,455,406.00</b> |
| 14 |                                      |                        |
| 15 | <b>Expenditures</b>                  |                        |
| 16 | Salary: Coordinator                  | \$ 50,000.00           |
| 17 | Salary: 1 FTE                        | \$ 50,000.00           |
| 18 | Salary: .5 FTE (Finance)             | \$ 16,000.00           |
| 19 | Social Security                      | \$ 7,200.00            |
| 20 | Medicare                             | \$ 1,700.00            |
| 21 | Retirement                           | \$ 6,200.00            |
| 22 | Medical Insurance                    | \$ 15,000.00           |
| 23 | VEBA Insurance                       | \$ -                   |
| 24 | Dental Insurance                     | \$ 2,900.00            |
| 25 | Vision Insurance                     | \$ 500.00              |
| 26 | Labor & Industry                     | \$ 800.00              |
| 27 | Life Insurance                       | \$ 200.00              |
| 28 | PBX                                  | \$ 400.00              |
| 29 | Office Rental                        | \$ 4,000.00            |
| 30 | Data Processing                      | \$ 2,000.00            |
| 31 | ER&R                                 | \$ 1,000.00            |
| 32 | Insurance                            | \$ 5,000.00            |
| 33 | Supplies                             | \$ 10,000.00           |
| 34 | Professional services                | \$ 12,000.00           |
| 35 | Communication                        | \$ 500.00              |
| 36 | Travel                               | \$ 2,000.00            |
| 37 | Training                             | \$ 4,000.00            |
| 38 | Advertising                          | \$ 35,000.00           |
| 39 | B&O Tax                              | \$ 7,200.00            |
| 40 | Misc costs                           | \$ 10,000.00           |
| 41 | Other Labor                          | \$ 17,600.00           |
| 42 | Other Benefits                       | \$ 4,400.00            |

|    | A  | B                      |
|----|--|------------------------|
| 43 | Xpress Bill Pay Costs                    | \$ 3,000.00            |
| 44 | Billing Expenses - County                | \$ 15,000.00           |
| 45 | Billing Expenses – Clarkston             | \$ 30,000.00           |
| 46 | Billing Expenses - Asotin                | \$ 6,000.00            |
| 47 | Management Team                          | \$ 45,000.00           |
| 48 | Consultant - Utility Implementation      | \$ 13,750.00           |
| 49 | Equipment Purchase Grant - Sweeper       | \$ 160,000.00          |
| 50 | Equipment Purchase Grant - Labor (S&B)   | \$ 20,000.00           |
| 51 | Field Guide Grant - Labor (S&B)          | \$ 10,000.00           |
| 52 | Field Guide Grant - Supplies             | \$ 2,000.00            |
| 53 | Field Guide Grant - Consultant           | \$ 113,000.00          |
| 54 | Outreach Grant - Labor (S&B)             | \$ 10,000.00           |
| 55 | Outreach Grant - Consultant              | \$ 52,800.00           |
| 56 | Asotin County O&M                        | \$ 120,000.00          |
| 57 | Clarkton O&M                             | \$ 98,300.00           |
| 58 | Asotin O&M                               | \$ 3,000.00            |
| 59 | Capital - equipment                      | \$ 29,000.00           |
| 60 | Capital - equipment ER&R                 | \$ 40,000.00           |
| 61 | Capital - equipment (monitoring/mapping) | \$ 2,000.00            |
| 62 | Capital - CIP/Grants - County            | \$ 111,300.00          |
| 63 | Capital - CIP/Grants - Clarkston         | \$ 101,840.00          |
| 64 | Capital - CIP/Grants - Asotin            | \$ 16,880.00           |
| 65 |  |                        |
| 66 | <b>Total Expenditures</b>                | <b>\$ 1,268,470.00</b> |
| 67 |  |                        |
| 68 | Operating Reserve                        | \$ 186,936.00          |

## REGIONAL STORMWATER PROGRAM COORDINATOR JOB DESCRIPTION

### BASIC PURPOSE

To plan, manage, supervise and coordinate the activities and operation of the Stormwater Management Programs for the Cities of Asotin and Clarkston, Washington and Asotin County, Washington under the supervision of the Asotin County Public Works Director.

### NATURE OF WORK

To plan, manage, supervise and coordinate the activities and operation of the multi-jurisdictions stormwater programs, including implementation and administration of their NPDES Phase II Stormwater Management Programs as permitted through the Washington Department of Ecology; administration of design work and inspection of regional, commercial and residential storm facilities; development and implementation of public education programs regarding stormwater quality and pollution prevention; development and management of stormwater quality and drainage enforcement policies and procedures; investigation and resolution of stormwater quality and drainage complaints and inspection of private stormwater systems; coordination of stormwater utilities.

### WORK ENVIRONMENT

Work is generally performed in an office environment, but requires travel to a variety of locations to perform field work in all weather conditions. Employee may be exposed to noise from basic office equipment operation, and occasionally construction equipment.

Essential functions may require maintaining physical condition necessary for walking rough terrain and climbing inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors. Work may also be performed in enclosed spaces.

### SUPERVISION EXERCISED AND RECEIVED

Supervision will be exercised over temporary or fulltime technical staff working within the assigned areas of responsibility.

This position reports to the Asotin County Public Works Director who exercises supervision over all activities.

### EXAMPLES OF DUTIES

Implement, administer and manage ordinances, policies and activities to comply with the Multi-Jurisdictions coverage under the Department of Ecology's Municipal Stormwater Permit.

Plan, organize and coordinate the daily activities of the Stormwater Program; coordinate maintenance operations, design review, investigation, inspection, and stormwater quality

programs related to public and private stormwater systems.

Develop and maintain guidance documents on use of Best Management Practices (BMPs) for commercial and residential activities; manage education program regarding pollution prevention and use of BMPs.

Develop, monitor and control the program budget including involvement in management of stormwater utilities, assuring proper resources are available to fund capital improvement projects, maintenance, inspection, and stormwater quality services.

Coordinate and participate in the development and updating of short- and long-range plans, including Capital Improvement Plans; manage the review and approval of master plans prepared in support of special planning areas; review development applications for storm drainage and for conformance with ordinances and policies, including design, calculations, and details of stormwater facilities.

Develop and review various engineering reports, feasibility studies, environmental documents, cost-of-service and rate studies and other deliverables.

Prepare and present reports, recommendations and studies to staff, governing bodies, at public hearing and meetings and to private agencies and groups.

Represent the Multi-Jurisdictions in meetings involving other municipal governments and state and federal agencies; serve as liaison with federal, state and other agencies with respect to regulations and programs involving stormwater pollution and stormwater and flooding issues.

Develop and maintain communications with the public, contractors and government agencies to receive complaints and suggestions, to provide information and explanations regarding Multi-Jurisdiction stormwater activities and projects, and resolve disputes and conflicts as needed.

Provide technical expertise and respond to complex questions; resolve conflicts and interpret various codes and ordinances; develop and revise procedures as needed.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of stormwater and environmental programs.

Coordinate with other regional entities to facilitate efficient and consistent program management.

Administer and coordinate stormwater permitting for construction and developments with respect to stormwater management, erosion and sedimentation control.

Perform other related duties and responsibilities as required.

## SELECTION CRITERIA

### Knowledge

- Modern principles, techniques and theories of stormwater management and control.
- Operations, policies and objectives of stormwater planning, code enforcement, facility maintenance and inspection.
- Comprehensive planning principles, practices, regulations and techniques, including development and updating long- and short-range plans.
- Technical knowledge of hydrology and hydraulics fields.
- Effective methods of organizing and utilizing data, equipment, personnel and resources.
- Principles and practices of local budget preparation and administration.
- Pertinent federal, state and local laws, codes and regulations.
- Basic GIS and mapping technologies.

### Ability

- Manage contracts.
- Develop, monitor and control the division budget.
- Communicate effectively both orally and in writing.
- Plan, organize and schedule work.
- Analyze situations accurately and adopt an effective course of action.
- Initiate creative improvements, manage change and stimulate collaborative problem solving.
- Prepare and deliver written and oral presentations.
- Work independently with little direction.
- Demonstrate positive and effective interaction with diverse individuals to accomplish a common goal.
- Interpret and apply federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate a computer including email and common programs used to perform work duties; motor vehicle; calculator; phone and various field monitoring equipment.

## EXPERIENCE, EDUCATION AND TRAINING

(Persons applying for a position of this class must have any combination of the following experience and training)

A four-year degree in engineering, environmental sciences, natural resources or related field; three years experience in stormwater programs or a related environmental, engineering or water resource field; or an equivalent combination that provides the required knowledge, skills and abilities. Must possess a valid driver's license.

ASSISTANT REGIONAL STORMWATER PROGRAM  
COORDINATOR JOB DESCRIPTION

BASIC PURPOSE

To assist in the planning, management, and coordination of the activities and operation of the Stormwater Management Programs for the Cities of Asotin and Clarkston, Washington and Asotin County, Washington under the supervision of the Regional Stormwater Program Coordinator.

NATURE OF WORK

To plan, manage, supervise and coordinate the educational and outreach activities of the multi-jurisdictions stormwater programs, as required by the NPDES Phase II Stormwater Management Programs as permitted through the Washington Department of Ecology; development and implementation of public education programs regarding stormwater quality and pollution prevention; assist with inspection of regional, commercial and residential storm facilities; assist with investigation and resolution of stormwater quality and drainage complaints; assist with inspection of construction pollution control measures; and assist with inspection of private stormwater systems.

WORK ENVIRONMENT

Work is generally performed in an office environment, but requires travel to a variety of locations to perform field work in all weather conditions. Employee may be exposed to noise from basic office equipment operation, and occasionally construction equipment.

Essential functions may require maintaining physical condition necessary for walking rough terrain and climbing inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors. Work may also be performed in enclosed spaces.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of this position. This position reports to the Stormwater Program Coordinator.

EXAMPLES OF DUTIES

Implement, administer and manage ordinances, policies and activities to comply with the Multi-Jurisdictions coverage under the Department of Ecology's Municipal Stormwater Permit.

Implement the education and outreach program utilizing the Public Information and Education Plan developed for the Regional Stormwater Program. Amend and adapt the program as necessary. Manage education program regarding pollution prevention and use of BMPs for commercial and residential activities.

Draft 7/29/10

Update and maintain the Regional Stormwater Program website.

Develop training programs for staff responsible for identifying pollution risks and reducing pollution risks in their work activities.

Maintain information and training opportunities for contractors, developers, staff to keep them updated on the stormwater construction permit and ordinance.

Coordinate and participate in the development and updating of short- and long-range plans, including Capital Improvement Plans; manage the review and approval of master plans prepared in support of special planning areas; review development applications for storm drainage and for conformance with ordinances and policies.

Develop and maintain communications with the public, contractors and government agencies to receive complaints and suggestions, to provide information and explanations regarding Multi-Jurisdiction stormwater activities and projects, and resolve disputes and conflicts as needed.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of stormwater and environmental programs.

Coordinate with other regional entities to facilitate efficient and consistent program management.

Perform other related duties and responsibilities as required.

## SELECTION CRITERIA

### Knowledge

- Effective methods of organizing and utilizing data, equipment, personnel and resources.
- Pertinent federal, state and local laws, codes and regulations.
- Basic GIS and mapping technologies preferred, but not necessary.
- Knowledge of marketing principals, social marketing principals and advertising.
- Knowledge of and experience with various software programs for the design of flyers, posters, websites and other outreach materials.
- Experience with Microsoft Office programs.
- Knowledge of website maintenance and development.

### Ability

- Manage contracts.
- Communicate effectively both orally and in writing.
- Plan, organize and schedule work.
- Analyze situations accurately and adopt an effective course of action.
- Initiate creative improvements, manage change and stimulate collaborative problem

Draft 7/29/10

- solving.
- Prepare and deliver written and oral presentations.
- Work independently with little direction.
- Demonstrate positive and effective interaction with diverse individuals to accomplish a common goal.
- Interpret and apply federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate a computer including email and common programs used to perform work duties; motor vehicle; calculator; phone and various field monitoring equipment.

#### EXPERIENCE, EDUCATION AND TRAINING

(Persons applying for a position of this class must have any combination of the following experience and training)

A four-year degree in a related field is preferred; three years experience in development of outreach materials; or an equivalent combination that provides the required knowledge, skills and abilities. Must possess a valid driver's license.

N:\ACDOCS\DOCS\_PW\BARB\Personnel-08\regionalstormwatercoordinator-jobdescription.doc

ASOTIN COUNTY  
JOB DESCRIPTION

TITLE: STORMWATER UTILITY CLERK  
DEPARTMENT: FINANCE DEPARTMENT  
REPORTS TO: Stormwater Coordinator/Financial Analyst/Chief Finance Officer

JOB SUMMARY: Performs varied accounting, bookkeeping, and clerical work. Provide customer service by phone and in person. Accept payment for utility accounts and other fees. General office duties such as filing, copying, and data entry are included as well.

SCOPE OF RESPONSIBILITIES: Perform many bookkeeping functions on a day to day basis. Provide good customer service to utility customers of Asotin County. Manage cash accurately and efficiently.

ESSENTIAL FUNCTIONS:

- Balance and reconcile cash, and prepare deposits
- Accounting/bookkeeping payables and receivables
- Prepare and mail utility bills on a quarterly basis
- Prepare and mail monthly delinquent notices to customers
- Monitor overdue accounts
- Research and correct utility accounts
- Resolve problems related to utility accounts
- Microsoft Proficient
- Processing mail and correspondence
- Must maintain strict confidentiality
- Keyboarding and data entry
- Comply with all County policies and procedures
- Provide customer service
- Set up and maintain a wide variety of filing and indexing systems relative to the functions of the department
- Prepare and pay quarterly Excise and B&O taxes

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Plans and arranges own work, referring unusual cases to the Financial Analyst or Stormwater Coordinator who also reviews work for quality and thoroughness
2. Answer public inquires about Stormwater Utility accounts
3. Prepare statistical reports
4. Assist in project tracking and reimbursements
5. Performs additional duties as required

QUALIFICATIONS AND REQUIREMENTS:

- KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of bookkeeping or accounting principles and practices.
- Skill in operating personal computer, printer, typewriter, 10-key calculator, multi-line phone, copy machine, fax machine, postage machine
- Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/ or frequent interruptions. Ability to work well with public.
- ABILITY TO:
  - Perform all tasks under strict time and efficiency requirements
  - Understand and carry out oral and/or written instructions
  - Work independently
  - Perform duties with responsibility and accuracy
  - Meet and deal with the public in a pleasant and courteous manner, even during stressful situations
  - Read, write, speak, and comprehend the English Language
  - Able to lift 25+ pounds
  - Able to stand and/or sit for extended periods of time, reach, bend, stoop, squat, twist, pull, and finger dexterity
  - Physically perform the essential functions of the job
  - Work independently with little or no supervision
- EDUCATION AND EXPERIENCE:
  - High school diploma or its equivalent (GED)
  - Two year AA college degree in business accounting or equivalent formal training in accounting preferred.
  - Two years of progressive bookkeeping experience preferred.
  - Prefer a minimum of three years prior experience in an office setting
  - Previous experience dealing with confidential matters and working under deadlines
  - Learn specialized, complex computer systems and programs.
- LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS
  - Computer skills
  - Valid driver's license
  - Prior to employment, employee must clear a criminal background check and pre-employment drug screening