

Puget Sound Nutrients Project and Financial Specialist (Environmental Specialist 3)



Salary

\$58,584.00 - \$78,912.00 Annually

Location

Thurston County – Lacey, WA

Job Type

Project (limited duration)

Remote Employment

Flexible/Hybrid

Job Number

2025-WQP1318-04796

Department

Dept. of Ecology

Division

Water Quality

Opening Date

07/15/2025

Closing Date

Continuous

Salary Information

The high end of the salary range, Step M is typically a longevity step

- Description

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Description



Keeping Washington Clean and Evergreen

The Department of Ecology is hiring a **Puget Sound Nutrients Project and Financial Specialist (Environmental Specialist 3)** within the [Water Quality Program](#).

This is a project position that is funded until **December 31, 2028**. This funding is likely to be renewed for the next bi-annual budget cycle.

Location:

- Headquarters Office in [Lacey, WA](#).

- Upon hire, you must live within a commutable distance from the duty station.

Schedule:

- This position is eligible for telework and flexible schedule options.
- You may telework most of your work time with occasional in-person meetings and activities.
- Schedules are dependent upon position needs and are subject to change.

Application Timeline:

- **Apply by July 29, 2025**
- This position will remain open until filled. The agency reserves the right to make a hire at any time after application review begins. Applications received after the above date may not be considered.



Ecology is committed to Diversity, Equity, Inclusion, and Respect

Duties

As the Puget Sound Nutrients Project and Financial Specialist, you'll work in a multi-faceted role to engage with Puget Sound communities providing technical and financial assistance to advance nutrient removal efforts from wastewater treatment plants. You'll help manage and oversee individual funding awards for nutrient reduction, as well as general wastewater treatment projects primarily in the Puget Sound region. You'll collaborate with Ecology engineers and permit managers, monitor project performance, conduct site visits, and assist with programmatic planning related to Puget Sound Nutrient Reduction grants.

What you will do:

- Negotiate and write new funding agreements, in coordination with the Project Manager. Incorporate input from project evaluators, Ecology engineers, financial management staff, and other Ecology subject matter experts. Ensure funding agreements are in accordance with state and federal rules and regulations, and funding source requirements. Finalize agreements in the Ecology Administration of Grants and Loans system.
- Assess project compliance with funding agreement terms, funding program guidelines, agency policy, and state and federal funding program requirements.
- Monitor performance of funded projects through review and processing of quarterly progress reports, payment requests, backup documentation, project deliverables, and performing site visits throughout the project duration, specifically at critical milestone stages.
- Work closely with other Water Quality Program grant and loan managers and wastewater treatment facility engineers in providing for the effective and efficient management of the Puget Sound Nutrient Reduction and Clean Water State Revolving Fund monies.
- Make financial assistance recommendations regarding the development, coordination, and implementation of water quality best management practices involving water pollution prevention and pollution control.
- Collaborate with colleagues in the Financial Management Section to promote funding opportunities.



Qualifications

For detailed information on how we calculate experience, please visit our [Recruitment website](#).

Required Qualifications:

Six (6) years of experience and/or education as described below:

- **Experience** performing environmental-based work, OR work related to the essential functions and key activities of the position, that includes two or more of the following:
 - **Financial Management & Oversight** - Review and monitor financial transactions, payment requests, and project budgets to ensure appropriate use of funds and adherence to financial guidelines.
 - **Regulatory & Policy Experience** - Interpret and apply relevant laws, policies, and guidelines to ensure projects comply with funding requirements.

- **Grant and Contract Administration** - Manage the full lifecycle of grants and loans, including application, monitoring, and closeout to support successful project execution and reporting.
- **Technical Environmental Experience** - Understand basic water quality or wastewater treatment operations and nutrient reduction strategies to provide informed technical assistance and contextualize financial decisions.
- Experience must include demonstrated competence in the following skill sets:
 - Using critical / analytical thinking and problem-solving skills to make decisions or determine a course of action.
 - Reviewing / assessing information and data to draw conclusions and recommending decisions or actions.
 - Conducting research and performing data analysis on both qualitative and quantitative data.
- **Education** involving a major study in environmental, physical, or one of the natural sciences; environmental or natural science interdisciplinary studies; environmental planning, or related field.

Examples of how to qualify:

- 6 years of experience.
- 5 years of experience AND 30-59 semester or 45-89 quarter college credits.
- 4 years of experience AND 60-89 semester or 90-134 quarter college credits (Associate's degree).
- 3 years of experience AND 90-119 semester or 135-179 quarter college credits.
- 2 years of experience AND a Bachelor's degree.
- A Master's degree or above.

Special Requirements/Conditions of Employment:

- Must possess and maintain a valid driver's license.

Desired Qualifications:

- Experience working with city or county governments.
- Experience with developing or managing data tracking systems.
- Experience with managing grants and/or contracts.

If you are excited about this role but not sure if your experience aligns perfectly with every qualification in the job description, **we encourage you to apply.** Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At the Department of Ecology, we are dedicated to building a diverse and authentic workplace centered in belonging. You may just be the needed candidate for this or other roles.

Supplemental Information

Ecology does not use the **E-Verify** system; therefore, we are not eligible to extend STEM Optional Practical Training (OPT). For more information, please visit www.uscis.gov.

Our Commitment to DEIR

Diversity, Equity, Inclusion, and Respect (DEIR) are core values central to Ecology's work. We strive to be a workplace where we are esteemed for sharing our authentic identities, while advancing our individual professional goals and collaborating to protect, preserve, and enhance the environment for current and future generations.

Diversity: We celebrate and appreciate diversity; our unique perspectives and abilities enrich us all and lead to innovative approaches and solutions.

Equity: We champion equity, recognizing that each of us need different things to thrive.

Inclusion: We intentionally create and hold space so that we all have meaningful opportunities to participate and contribute to Ecology's work.

Respect: We treat each other with respect and dignity, acknowledging the inherent worth of our diverse perspectives and lived experiences, even in times of uncertainty and disagreement.

We believe that DEIR is both a goal and an action. We are on a journey, honoring our shared humanity and taking steps to demonstrate our commitment to a vision where each of us is heard, seen, and valued.

Application Process

Ecology seeks diverse applicants: We view diversity, equity, inclusion, and respect through a broad lens including race, ethnicity, class, age, religion, sexual orientation, gender identity, immigration status, military background, language, education, life experience, physical disability, neurodiversity, and intersectional identities. Qualified job seekers from all backgrounds are encouraged to apply.

How to Apply

Click "Apply" at the top of this page. Complete the entire application, including full work history and responses to all supplemental questions, and attach:

- Cover letter, describing your interest in and qualifications for this position
- Resume

Because we base our selection on the information you provide, it is in your best interest to complete the application thoroughly. A resume will not substitute for the "work experience" section of the application or vice versa. Applications with blank fields or supplemental question responses with comments such as "see resume" may be considered incomplete.

For detailed application information, please visit our [Recruitment website](#).

Application Attestation: By submitting an application, you are affirming that the information contained in your application and on all attachments is complete and truthful. The state may verify this information, and any false or misleading answers may result in rejection of your application or dismissal if employed.

Need an Accommodation?

If you need reasonable accommodation during the application and/or screening process, including this job announcement in an alternate format:

- Please contact us at 360-407-6186 or careers@ecy.wa.gov
- If you are deaf or hard of hearing, you may call through the Washington Relay Service by dialing 711 or 1-800-833-6384.

Questions?

- For specific questions about the position location options, schedule, or duties, please contact **Seth Elsen** at Seth.Elsen@ecy.wa.gov
- If you need assistance applying for this job, are inquiring about the status of your application, would like to request the full position description, or have any other questions, please contact the Recruitment Team at careers@ecy.wa.gov

About the Water Quality Program

The Water Quality Program vision is for Washington's communities to work together and with us to sustain healthy, thriving watersheds and provide cool, clean water to fish, shellfish, wildlife, people, and businesses. As part of the Financial Management Section, you will see policy and public funding meet boots-on-the-ground to do the work to realize this vision.

About the Department of Ecology

As the State of Washington's environmental protection agency, we are deeply committed to protecting, preserving, and enhancing Washington's environment for current and future

generations. Joining Ecology means becoming part of a team dedicated to protecting and sustaining healthy land, air, water, and climate in harmony with a strong economy. A career in public service at Ecology allows you to help solve some of the most challenging problems facing our state, while keeping your health and financial security a priority. We combine one of the most competitive benefits packages in the nation with a strong commitment to life/work balance. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism, and accountability.

[Ecology employees may be eligible for the following:](#) [Medical/Dental/Vision for employee & dependent\(s\)](#), [Public Employees Retirement System \(PERS\)](#), [Vacation, Sick, and other Leave*](#), [11 Paid Holidays per year*](#), [Public Service Loan Forgiveness](#), [Tuition Waiver](#), [Long Term Disability & Life Insurance](#), [Deferred Compensation Programs](#), [Dependent Care Assistance Program \(DCAP\)](#), [Flexible Spending Arrangement \(FSA\)](#), [Employee Assistance Program](#), [Commute Trip Reduction Incentives \(Download PDF reader\)](#), [Combined Fund Drive](#), [SmartHealth](#) *[Click here for more information](#)

To learn more about Ecology, please visit our [website](#), explore [Working at Ecology](#), check out our [Strategic Plan](#), and connect with us on [LinkedIn](#), [Facebook](#), [Instagram](#), [YouTube](#), or our [blog](#).

[Equal Opportunity Employer:](#) The Washington State Department of Ecology is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

[Collective Bargaining:](#) This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

Note: This recruitment may be used to fill other positions of the same job classification across the agency. Once all the position(s) from the recruitment announcement are filled,

the recruitment may only be used to fill additional open positions for the next sixty (60) days.